



# CBSA Arming Room Guidelines

Last Updated: July 30, 2018

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**PROTECTION • SERVICE • INTEGRITY**

Canada



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## 1. **Effective Date**

This Guidelines takes effect on July 30, 2018.

## 2. **Background**

It is the policy of the Canada Border Services Agency (CBSA) to permit its officers to carry duty firearms and other controlled items and use these items in the performance of their duties provided they are authorized by the Agency and are transported and stored in accordance with CBSA Standard Operating Procedures (SOP) and the laws of Canada.

Duty firearms must be unloaded and stored in accordance with the CBSA SOP on Agency Firearms and Defensive Equipment. The provision of duty firearms to CBSA officers will require important facility fit-ups and secure storage space. In addition to secure storage, other equipment such as secure boxes for transportation and shipping, clearing devices, ballistic panels are also required in every armed CBSA site.

When officers are required to store their duty firearm at a CBSA location, they will be issued secure storage containers (locker, cabinet) designed for the purpose of storing their duty firearm and ammunition, baton, and Oleoresin Capsicum (OC) Spray. Where containers are used, these will, in turn, be secured or stored in such a manner that unauthorized persons do not have access to them (i.e. in a safe, arming room or vault).

The main objective of this guide is to establish a set of guidelines to support the regions in achieving a safe and secure environment when storing agency firearms as well as the equipment used to load/unload, maintain and transport the duty firearm.

## 3. **Reference Links**

### **CBSA References**

- [Defensive Tactics Policy Suite](#)
- [CBSA Security Volumes](#)
- [Land Border Facilities Design Guide](#)
- [CBSA Standard Operating Procedures on Agency Firearms and Defensive Equipment](#)

### **External References**

- [The Workplace Hazardous Materials Information System \(WHMIS\)](#)
- [PWGSC Security Equipment Catalogue](#)
- [RCMP Approved Security Equipment Guide](#)
- [United States Department of Justice, NIJ Standard 0108.01 \(PDF, 137 KB\)](#)
- [Transportation of Dangerous Goods Act](#)
- [Canada Labour Code Part II](#)
- [Firearms Act](#)



## 4. **Responsibilities**

CBSA Regions and Branches should refer to this guide prior to designing a new or existing Port of Entry (POE), Inland Office, Marine site, Airport, or other designated facility where CBSA duty firearms will be handled and stored.

### 4.1 **CBSA Headquarters: Security and Professional Standards Directorate (SPSD)**

Responsible for the Security and Professional Integrity Programs within the CBSA and is accountable for the confidentiality, integrity and availability of all CBSA Security controlled assets, including stamps, evidence safekeeping standards and information holdings.

### 4.2 **CBSA Headquarters: Infrastructure and Environmental Operations Directorate (IEOD)**

Formulate strategies to provide the infrastructure solutions necessary to support essential operational requirements at the appropriate level of serviceability and at minimum life cycle costs.

### 4.3 **CBSA Headquarters: Training and Development Directorate, Defensive Tactics Program Division**

Ensure the necessary regional coordination, infrastructure and facilities are in place to support the Defensive Tactics Program. Develop policies, strategies, procedures and standards related to CBSA officers equipped with defensive equipment.

### 4.4 **CBSA Regional Infrastructure:**

Implement and manage all aspects of facilities to ensure that safe, healthy and functional workplaces are provided for CBSA employees and clients.

### 4.5 **CBSA Regional Security:**

Responsible for conducting Threat and Risk Assessments (TRA) in conjunction with local management, providing technical guidance and follow-up to TRA recommendations. Further responsible for quarterly reconciliation of the physical inventory against the Corporate Administrative System (CAS) and subsequent reporting to the Functional Management Model.

### 4.6 **CBSA Defensive Tactics Coordinator:**

Defensive Tactics Coordinators will provide the chief communications link between Headquarters Defensive Tactics Program Division and the Regional Management Team; DTC's will assist in the development and implementation strategy related to the establishment of Duty Firearm secure storage and/or arming rooms at CBSA sites within their respective regions.





## 5. **Process Flow: Arming Rooms at Designated CBSA Facilities**


Regional Arming, Security and Infrastructure representatives coordinate with local management to conduct an arming room site assessment; determine whether current infrastructure cannot / can accommodate either a permanent or Interim Measures arming room fit-up.



Cannot



### **Alternate considerations to store DF:**

1. Use other POE in geographical area
2. MOU with other law enforcement agency in geographical area
3. Officer's residence in lock box 



Can



### **Task:**

1. Reconcile immediate financial exigencies with short to medium term circumstances unique to the site to select Interim Basis or permanent solution,  
\* Submit rationalization to Security, Defensive Tactics Coordinator and HQ Infrastructure.
2. Determine physical security requirements\*
3. Statement of Work (SOW) and contractual issues\*\* (if required)
4. Identify Arming Room equipment requirements.
5. Obtain Arming Room equipment
6. Overall coordination and liaison\*\*\*
7. Submit site status reports to Defensive Tactics Program Division.

### **Responsibility:**

Regional Infrastructure

Regional Security

Regional Infrastructure

Regional Infrastructure

Regional Infrastructure


Regional Infrastructure

Defensive Tactics Coordinator

\*Assess in accordance with Physical Security Standards

\*\*SOW to consider: assets to be secured, occupational health & safety and equipment placement.

\*\*\*Ensure quality control during construction and installation of equipment; final verification that the arming room has been built in accordance with specifications and as intended.

 Least desirable option and used only if there is no feasible alternative; management prerogative.



## **6. *Arming Room Location and Design***

### **6.1**

## **7. *Duty Firearm Secure Storage Equipment***

### **7.1**

### **7.2 Clearing Device (Proving Barrel)**

#### **a. Arming Room Clearing Device**

Clearing devices, also referred to as a proving barrel, shall be designed to provide a safe and secure location to load and unload the CBSA duty firearm. Designed for use with all firearm ammunition including .22, .357, .38, .45, .44 magnums, 9 mm, 10 mm, and .40 calibers with muzzle velocities between 900 and 2,000 feet per second (274 to 610 meters per second) and energy levels to 2,200 foot-pounds. Tracer or incendiary rounds are NOT permitted.

#### **Construction:**

- All exterior sides of the clearing device shall be 10-gauge (3 mm) alloy steel;
- A steel safety backer plate shall be placed on the bottom of the interior chamber and the chamber filled with granular rubber and covered with a rubber panel;
- A rubber screen/grommet shall be mounted on the top of the clearing trap to protect against back splatter;



- The steel safety backer plate on the bottom shall not be used as the primary means to terminate a round fired into the trap. It is used as a "fail-safe" component to prevent damage to structures and injury personnel; and
- Provide an instruction card mounted to the exterior of each trap that is in plain view when a user is clearing a weapon.

#### **b. Portable Clearing Device**

Portable Clearing Devices are designed to protect off-site loading, unloading and firearm maintenance procedures against personal or property damage due to an unintentional discharge. Products must be rated to completely contain a single unintentional discharge of standard duty/defense factory loaded firearm ammunition up to .45 caliber.

**Note:** Clearing Devices which contain Kevlar, or any other shelf life material, must be replaced in accordance with the manufactures recommendation. Clearing Devices **must** meet the required specifications.

**Note:** Regions should consult with the Defensive Tactics Program Division when considering a new product.

### **7.3 Ballistic Panel**

Ballistic panels are not meant to replace the clearing barrels or alter standard clearing procedures. Officers are trained for muscle memory to draw, punch out arms fully extended and point straight ahead to a target each time the duty firearm is removed from the holster. Clearing devices are then used to clear the weapon in preparation for safe storage.

Ballistic panels should be installed directly above the clearing device in every arming room and if available on a concrete wall to better tolerate the weight of the panel; officers should stand one metre from the panel while performing this drill so that the duty firearm is within inches of the ballistic panel. Using tape, paint or other material, mark the floor at the one metre point as a visual aid so that officers can quickly and effectively identify the proper standing location relative to the ballistic panel when conducting loading/unloading procedures.

The introduction of a new ballistic panel product **MUST** be tested in a dry condition in accordance with NIJ 0108.01 Level Special using 9 mm, 147 grain GDHP bullet with a velocity range between 340m/s and 350m/s. The supplier of the ballistic panel being considered must provide product data documentation outlining the testing processes and results.

**Note:** Regions should consult with the Defensive Tactics Program Division when considering a new product.

### **7.4 Cleaning Station**

Cleaning stations should allow for sufficient room for an officer to safely clean and maintain their duty firearm within a secure arming room. It is not mandatory for cleaning to take place in the arming room however, officers must be aware of their surroundings when cleaning (e.g. officers should never clean their duty firearm in direct view of the public or in a high traffic area).

Officers should be aware of any solvents they are using and take the necessary steps to ensure solvents do not seep into the table surface. It is recommended a stainless steel table be used for this purpose.



## 7.5 User Level Maintenance and Cleaning

After use and as part of regular maintenance officers must clean, lubricate and perform a function test of the duty firearm in accordance with manufacturer specifications and training. The following firearm cleaning and equipment supplies should be readily available at all CBSA sites with duty firearm equipped officers.

### a. Cleaning Kit Components

Cleaning Rod (Pistol):	The RCMP armoury recommends the Dewey Basic Threaded Pistol Brass Cleaning Rod.  Finger loop style, if you have two in each kit, one can be set-up with brush the other with patch loop.
Cleaning Patch Loop:	To fit above cleaning rod.
Bore Brush:	Quality .35 Calibre bronze bore brush. (To fit above cleaning rod. It is recommended that you have several spare brushes).
Patches:	Package of quality cotton patches (2x4 Army Style, 100 count)
Solvent:	Small bottle of approved solvent or other as mentioned below.
Lubricant:	Bottle of approved lubricant Note: A small needle oiler 1/2 oz. size does a good job to apply specific amounts of lubricant.
Brush:	A small cleaning brush with plastic bristles (similar to a toothbrush but with large and small ends). A stainless bristle brush or bronze brush will damage the finish.
Swabs:	Package of quality absorbent tipped applicators Note: Cotton Tail Brands with wood stem, HD version of a Q-tip but does not leave fibres behind.
Rag:	12"x12" lint free cotton rag x 2 Note: similar cotton to cleaning patches.
Container:	A kit bag/plastic box to put it all in.

### b. Solvents and Lubricants

The following products are acceptable for regular cleaning and lubrication of the CBSA duty firearm:

- Hoppe's Elite & M-Pro 7:
  - Milder, green product, safe, environmentally friendly;
  - Acceptable to use in less ventilated areas.
- Silk Shot:
  - Milder, green product, safe, environmentally friendly;
  - Acceptable to use in less ventilated areas.
- Mil-Comm MC 2500:
  - All synthetic, non-toxic.
- MC-3000 Lubricant & MC-25 Cleaner
  - All synthetic, non-toxic.



### c. Material Safety Data Sheets (MSDS)

Additionally, the Material Safety Data Sheets (MSDS) for all cleaning solvents and oils used in the Arming Room should be posted. Regional Infrastructure and Occupational Health and Safety (OHS) should be consulted with regard to the appropriate air exchange in the room, with respect to the requirements stipulated to in the MSDS.

**Note:** The Canadian importer who imports a controlled product in accordance with subsection 23(1) of the *CPR* must obtain or prepare a MSDS before the controlled product is used or sold in Canada.

## 7.6

### 7.7 Shipping Boxes

The use of shipping containers issued by the CBSA must be in accordance with CBSA Standard Operating Procedures on Agency Firearms and Defensive Equipment **Part 6: Transporting and Shipping Agency Firearms and Defensive Equipment** – Section 6.3 – Shipping Agency Firearms.

## 7.8



## **7.9 Magazine Protection**

All arming rooms should consist of a cushioned mat or a basket placed under the clearing device to protect the magazine from damage when unloading the duty firearm.

## **7.10 Signage/Documents**

All arming rooms will have the following signage/documents posted:

- a. Manufacture's clearing device instructions;
- b. CBSA Duty Firearm Reminders Poster (additional posters may be obtained from the Defensive Tactics Program Division);
- c. copy of duty firearm function test; and
- d. A sign on the exterior Arming room door stating: "Authorized Personnel Only / Employé autorisé uniquement"

## **7.11 Miscellaneous Communication Devices**

If available, regions should consider the following communication tools when designing an arming room:

- a. Panic button;
- b. Telephone; and
- c. Closed Circuit Television (CCTV).

## **7.12 Miscellaneous Storage Requirements**

When designing an arming room regions should consider storage for the following items:

- a. Spare ammunition (duty and training);
- b. Eye and ear protective equipment;
- c. Transportation lock boxes and padlocks;
- d. Shipping lock boxes and padlocks; and
- e. Extra cleaning products.

## **7.13 Miscellaneous Site Requirements**

When a new site is considered "armed", local management should consider updating the following documents:

- a. Building Emergency Plan outlining procedures for securing arming room contents;
- b. Fire Plan identify location of arming room and its contents; and
- c. Any applicable local Standard Operating Procedure(s).



## Appendix "B" – Technical Statement of Requirement for Clearing Device

### 1. Scope

This Technical Statement of Requirement (TSoR) details the specifications that the Supplier must meet in the provision of Clearing Devices (referred to herein as "Clearing Device" but may also be referred to as a bullet trap or a proving barrel).

### 2. Mandatory Requirements

#### 2.1 General

Each clearing device must be Commercial Off The Shelf (COTS) and must meet the requirements as defined herein.

#### 2.2 Use

Designed to provide a safe and secure location to load and unload a firearm. Safely captures accidental discharges before storing or cleaning a firearm.

#### 2.3 Construction

Clearing device must be constructed with a minimum of 1/2" AR500 Steel base and an industrial strength steel housing.

#### 2.4 Ammunition Tolerance

Device must be designed to withstand discharges from all handgun and rifle ammunition up to and including NIJ III = .30 cal. 7.62 NATO 147gr M80 as per Table 1 Test Summary.

Test Variables			Performance Requirements			
Armor Type	Test Ammunition	Nominal Bullet Mass	Suggested Barrel Length	Required Bullet Velocity	Required Hits Per Armor Specimen	Permitted Penetrations
I	22 LR HV	2.6g	15 to 16.5 cm	320 p 12 m/s	5	0
	Lead	40gr	6 to 6.5 in	1050 p 40 ft/s		
	38 Special	10.2g	15 to 16.5 cm	259 p 15 m/s	5	0
	RN Lead	158gr	6 to 6.5 in	850 p 50 ft/s		
II-A	357 Magnum	10.2g	10 to 12 cm	381 p 15 m/s	5	0
	JSP	158gr	4 to 4.75 in	1250 p 50 ft/s		
	9mm	8.0g	10 to 12 cm	332 p 12 m/s	5	0
	FMJ	124gr	4 to 4.75 in	1090 p 40 ft/s		
II	357 Magnum	10.2g	15 to 16.5 cm	425 p 15 m/s	5	0
	JSP	158gr	6 to 6.5 in	1395 p 50 ft/s		
	9mm	8.0g	10 to 12 cm	358 p 12 m/s	5	0
	FMJ	124gr	4 to 4.75 in	1175 p 40 ft/s		
III-A	44 Magnum	15.55g	14 to 16 cm	426 p 15 m/s	5	0
	Lead SWC Gas Checked	240gr	5.5 to 6.25 in	1400 p 50 ft/s		
	9mm					
	FMJ	8.0g	24 to 26 cm	426 p 15 m/s	5	0
III		124gr	9.5 to 10.25 in	1400 p 50 ft/s		
	7.62mm	9.7g	56 cm	838 p 15m/s	1	0
	308 Winchester	150gr	22 in	2750 p 50 ft/s		
	FMJ					



## **Abbreviations:**

AP – Armor Piercing  
FMJ – Full Metal Jacket  
JSP – Jacketed Soft Point  
LRHV – Long Rifle High Velocity  
RN – Round Nose

## **2.5 Design Safety**

Clearing device must be specially designed as a firearm safety device.

## **2.6 Bullet Trap**

Each clearing device must be constructed with a deceleration chamber or rubber trap.

## **2.7 Weight**

Maximum weight of clearing device must not exceed 65 lbs.

## **2.8 Support/Mounting**

Each clearing device must have the capability to wall and desktop mount. Suppliers must provide photos demonstrating the wall and desktop mount capabilities.

## **2.9 Weapon Protection**

Each clearing device must have a rubber insert to prevent weapon from being scratched.

## **2.10 Hazardous Waste Collection**

Each clearing device must be capable of capturing bullets safely for proper disposal.

## **2.11 Ballistic Absorption**

Ballistic Containment must meet section 5.2.4 Type III-A Test Weapon and Ammunition NIJ Standard 0108.01 Ballistic Resistant Protective Materials as listed in [United States Department of Justice, NIJ Standard 0108.01 \(PDF, 137 KB\)](#). Refer to section 5.2.4.

### **5.2.4 Type III-A Test Weapons and Ammunition**

- **5.2.4.1 44 Magnum**

The test weapon may be a 44 Magnum handgun or test barrel. The use of a handgun with a 14 to 16 cm (5.5 to 6.25 in) barrel is suggested. Test bullets shall be 44 Magnum, lead semi-wadcutter with gas checks, nominal masses of 15.55 g (240 gr), and measured velocities of  $426 \pm 15$  m ( $1400 \pm 50$  ft) per second.

- **5.2.4.2 Submachine Gun (SMG) 9 mm**

The test weapon may be a 9 mm SMG or test barrel. The use of a test barrel with a 24 to 26 cm (9.5 to 10.25 in) barrel is suggested. Test bullets shall be 9 mm full metal jacketed, with nominal masses of 8.0 g (124 gr) and measured velocities of  $426 \pm 15$  m ( $1400 \pm 50$  ft) per second."





### **3. Testing**

#### **3.1 Mandatory Testing**

Supplier must provide all testing and product data in accordance with the mandatory requirements with submission of the bid package.

### **4. Certification**

The Contractor must comply with the requirements of:

ISO 9001:2008 – Quality management systems – Requirements, published by the International Organization for Standardization (ISO), current edition at date of submission of Contractor's bid.

The Contractor's quality management system must address each requirement contained in the standard. Suppliers must submit copy of the ISO 9001:2008 certificate prior to the contract award.

### **5. Delivery**

Delivery must be on or before 45 days from the issuance of the Call-up.



## **Appendix "C" – Arming Room Procedures for Loading and Unloading a Firearm**

The CBSA Arming Room Procedure sheet details the loading and unloading procedures for the DF. The aim of this information sheet is two-fold:

- a. Provide a constant resource to help ensure bad habits or "short-cuts" are not developed during the manipulation of DF; and
- b. Ensure the employee handling the DF is properly positioned in relation to the ballistic target panel so that the possibility of an accidentally discharged round missing and not being captured by the ballistic target panel is minimalized to the greatest extent possible.

For confirmation and clarification: the DF handler should be standing one metre from the ballistic target panel during DF loading/unloading procedures. This means that when the DF handler has his or her arms outstretched, the DF is mere inches from the panel. The panel is specifically designed to capture, without ricochet, a CBSA duty round discharged from this distance.

These DF Handling Reminder Sheets should be:

- a. Printed in colour and plasticize both versions of the information sheet;
- b. Ensure a copy of each version is mounted and displayed at **each** loading/unloading station in such a fashion that a DF handler can refer to them while conducting DF handling procedures; and
- c. Using tape, paint or other material, mark the floor at the one metre point as a visual aid so that DF handlers can quickly and effectively identify the proper standing location relative to the ballistic target panel when conducting loading/unloading procedures.

Electronic, official copies of the DF Handling Reminder Sheet can be obtained in each official language by contacting the Defensive Tactics Program Division. Rough copies for reference are included herein.



## Loading the Duty Firearm

**NOTE:** Stand one meter from ballistic panel during loading procedure.



1. Draw firearm and place muzzle into clearing device.
2. Maintain safe muzzle control and finger off the trigger.
3. Index, insert and aggressively seat the magazine.
4. Pull slide fully to the rear and release.
5. Inspect slide to ensure action is fully closed.
6. Verify magazine is seated by pulling down on it.
7. Verify firearm has a round chambered by pulling slide rearward approximately 1.25cm (1/2") and look (peek check).
8. Re-holster firearm (do not look at your holster, keep your support hand at chest level).
9. Bring the third magazine from the support pocket and place in pouch.



## Unloading the Duty Firearm

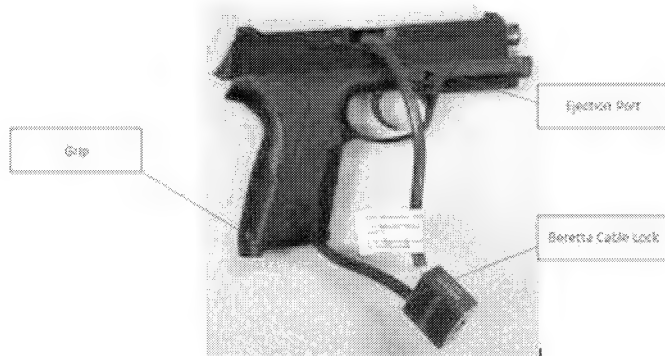
**NOTE:** Stand one metre from the ballistic panel during all firearm handling procedures. At this point, when your arms are outstretched, the muzzle of the duty firearm should be inches from the panel.



1. Draw firearm and place muzzle into clearing device.
2. Maintain safe muzzle control and finger off the trigger.
3. Remove magazine (do not try to catch).
4. Lock open the slide/action.
5. Allow round to fall to the ground (do not try to catch).
6. Visually and manually check chamber and magazine well.
7. Release the slide forward.
8. Re-holster or prepare firearm for storage.
9. Retrieve the ejected round and magazine from the floor/receptacle.



## Storing the Duty Firearm, Magazines and Ammunition



1. Visually and manually check the chamber and magazine well.
2. Apply approved locking device to the firearm.
3. Place secured firearm, magazine and ammunition into a secure, Agency approved storage container, in accordance with the [CBSA SOP on Agency Firearms and Defensive Equipment](#).

## Forms

These forms, when used, are to be printed, completed and emailed to the [Defensive Tactics Program Division](#):

- [Appendix "D" – Arming Room Sign-off Form \(PDF, 231 KB\)](#)
- [Appendix "E" – Arming Room Site Assessment Process and Sign-off \(PDF, 236 KB\)](#)
- [Appendix "F" – Variance and Approval Templates \(PDF, 245 KB\)](#)



Canada Border  
Services Agency

Agence des services  
frontaliers du Canada



# **CBSA Directive on Agency Firearms and Defensive Equipment**

Last Updated: July 1, 2019



**PROTECTION • SERVICE • INTEGRITY**

**Canada**



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## 1. **Effective Date**

- 1.1 This directive takes effect on TBD.

## 2. **Application**

- 2.1 This directive applies to employees and to recruits undergoing training, and must be read in conjunction with the *CBSA Policy on Use of Force and Defensive Equipment*, the *CBSA Directive on Use of Force and Reporting* and the related standard operating procedures. This directive does not apply to CBSA officers performing preclearance operations within the United States.

## 3. **Objective**

- 3.1 The Canada Border Services Agency (CBSA) will ensure that, in the course of or for the purposes of their employment related duties, its employees and recruits are provided with and trained to safely store, handle, wear and use defensive and protective equipment, in accordance with all applicable laws, policies, directives and standard operating procedures.

## 4. **Authorities**

- *Criminal Code*
- *Firearms Act*
- *Public Agents Firearms Regulations*
- *Canada Labour Code*

## 5. **Cross-References**

- *CBSA Code of Conduct*
- *Policy on the Use of Intoxicants*
- *CBSA Policy on Use of Force and Defensive Equipment*
- *CBSA Directive on Use of Force and Reporting*
- *CBSA Directive on Firearms and Defensive Tactics Training*
- *CBSA Standard Operating Procedures on Use of Force and Reporting*
- *CBSA Standard Operating Procedures on Agency Firearms and Defensive Equipment*
- *CBSA Standard Operating Procedures on Defensive Tactics Training*

## 6. **Definitions**

**Agency** - The Canada Border Services Agency (CBSA).

**Agency Firearm** - A firearm that is the property of the Agency and issued to an employee for use in the course of their duties or for the purpose of employment in accordance with Agency policies, directives, standard operating procedures, and applicable laws.

**Canadian Inspection Services (CIS) Area** – The area between the entrance to and the exit from the Customs Arrival Hall including before, at, and after the Primary Inspection Line, baggage carousel, airline baggage counters, secondary baggage examination, and cashier.





**Certified Instructor** - An instructor certified to deliver the Agency's CDT and/or firearms training.

**Defensive Equipment** - Equipment and devices issued to employees by the Agency including OC spray, batons, handcuffs and duty firearms, which may be used by authorized employees in compliance with Agency policies, directives, and standard operating procedures.

**Detained Firearm** - A firearm that is detained by the Agency from an individual or business that is not seized, abandoned or otherwise forfeit to the Crown.

**Duty Ammunition** - 9x19 millimeter calibre 147 gr. jacketed hollow point ammunition that is issued to officers by the Agency for carry and use in the course of or for the purpose of the officers' duties or employment.

**Duty Firearm** - A firearm issued by the Agency as part of the defensive equipment for an officer.

**Employee** – Is, for the purposes of this directive, a person appointed to the Agency pursuant to the Public Service Employment Act. Persons appointed to the Agency can include persons appointed to a position as: an indeterminate; a term of three months or more; a term of less than three months; a casual worker; a seasonal worker; an excluded employee; in an unrepresented group; part-time; or a part-time worker.

**Firearm** - For the purposes of this directive, the term firearm has the same meaning as the definition of that term in the *Criminal Code*, and includes Agency firearms, protected (i.e. seized or abandoned) firearms and detained firearms.

**Handle** - To touch, manipulate, control or otherwise engage in the handling of a firearm.

**Health Canada Category III Medical Assessment** - The assessment criteria that Health Canada medical practitioners will use when conducting medical assessments of employees.

**Locking Device** - An apparatus such as a cable lock or trigger lock that when properly applied and locked ensures that a firearm is rendered inoperable and cannot be fired. In the case of the Duty Firearm, only the issued cable locks are permitted to be used.

**Psychological Assessment** -The process of assessment using a combination of techniques by which a Psychologist will evaluate an individual's mental health and/or functioning as well as identifying psychological and emotional competency for the safe and effective carriage of the duty firearm.

**Officer** – Is, for the purpose of this directive and its corresponding Standard Operating Procedure, an employee appointed to the Agency involved in the administration and/or enforcement of acts and regulations known as “program legislation” as defined in section 2 of the Canada Border Services Agency Act, and who is authorized to detain or arrest persons.

**On Duty** - Means the hours of scheduled work and overtime.

**Practice Ammunition** - 9x19 millimeter calibre 147 gr. full metal jacket ammunition that is issued to officers for training purposes.

**Protective Equipment** - Protective vests and communication devices issued to employees by the Agency.

**Recruit** - An individual who has been selected by the Agency and placed in training to become an officer.



## **7. Responsibilities**

### **7.1 The Director General, Training and Development, Human Resources Branch shall:**

- a. Ensure that this directive is updated to comply with the evolution of the law and jurisprudence and any, applicable government policies;
- b. Ensure that firearm and defensive equipment training is developed that is appropriate to the CBSA environment for the conduct of activities within its mandate; and
- c. Ensure protocols are in place so that officers, employees and recruits receive firearm and/or defensive equipment training that is consistent with their duties and allows them to carry out those duties in a safe manner.

### **7.2 The Director General, Security and Professional Standards, Finance and Corporate Management Branch shall:**

- a. Ensure that annual audits are performed pertaining to the inventory, storage and disposition of all Agency firearms and other defensive equipment (e.g. OC Spray, batons, and handcuffs).

### **7.3 The Regional Directors General shall:**

- a. Ensure that regional operations involving Agency firearms and other defensive equipment comply with this directive;
- b. Allocate necessary resources to permit the safe handling, secure storage, and as required, transportation of defensive equipment by employees; and
- c. Maintain liaison with Force Generation and Strategic Direction Division and other headquarters stakeholders on all matters related to the issuance, maintenance, handling, transportation and storage of defensive equipment.

### **7.4 Supervisors and Managers shall:**

- a. Ensure that all officers or employees are not issued firearms or defensive equipment to use in their duties without having successfully completed prerequisite training and certification/re-certification for their use;
- b. Ensure that all officers and employees use CBSA issued equipment to safely handle and securely store firearms and defensive equipment; and
- c. Ensure skills learned in formal course training are maintained and reinforced through the use of formal practices and annual/3 year re-certification as well as on the job training sessions and ongoing refresher training and exercises (e.g. lectures and drills during quiet operational periods).

### **7.5 Officers, employees and recruits shall:**

- a. Adhere to the principles for safe handling of defensive equipment and firearms (e.g. ACTS and PROVE), at all times;
- b. Ensure that firearms and other defensive equipment is properly maintained, transported, and securely stored when it is not in use;
- c. Ensure that protective and defensive equipment is worn and used in accordance with this directive, standard operating procedures and all applicable laws; and
- d. Report to their immediate supervisor any actual or suspected non-compliance with this directive.



## 8. Requirements

### General

- 8.1 No officer, employee or recruit shall be permitted to touch, manipulate, control or otherwise engage in the handling of a firearm until they have been trained to safely handle firearms in accordance with the Canadian Firearms Safety Course and/or the Canadian Restricted Firearms Safety Course and then only in compliance with this directive and associated standard operating procedures.
- 8.2 No officer, employee or recruit shall be permitted to touch, manipulate, control or otherwise handle a firearm if their ability to safely do so is affected by the consumption of alcohol, a drug, or medication (refer to CBSA Policy on the Use of Intoxicants)
- 8.3 A supervisor/manager has the right to remove a firearm from an employee or to restrict access of the employee to a firearm when it is in the best interest of the CBSA or of the employee to do so (see requirements 8.68)
- 8.4 When a supervisor/manager has knowledge of or reason to suspect a psychological or medical condition exists that may affect an officer's capacity to possess, wear or use defensive equipment, a demand for a psychological or medical assessment can be made.

### Defensive Equipment Training, Practice, and Re-certification

- 8.5 An officer in a designated "use of force only" position (i.e. a position that requires an officer to be equipped with baton and OC spray only) must successfully complete the core Control and Defensive Tactics (CDT) course in order to be issued with and permitted to wear the baton and OC spray. To attend the core CDT course, all participants must possess or have successfully completed the Health Canada Category III Medical Assessment<sup>1</sup> and have been deemed suitable to proceed to the course.
- 8.6 An officer must successfully complete the Duty Firearms Course (DFC) in order to be issued with and permitted to wear a duty firearm. To attend DFC training, all participants must:
  - a. Successfully complete the Canadian Firearms Safety Course and/or the Canadian Restricted Firearms Safety Course;
  - b. Be deemed suitable on the Psychological Assessment. In order to become an armed officer, individuals may be permitted two opportunities to be deemed suitable through the psychological assessment process (i.e. MMPI-2, 16PF, structured stress assessment and clinical interview). A minimum period of two years must elapse before an individual may be psychologically re-assessed; and,
  - c. Obtain a valid Health Canada Category III Medical Assessment and have been deemed suitable to proceed to the DFC.
- 8.7 Officers must maintain skills related to the use of the equipment they have been trained and qualified to use and must attend training and demonstrate their proficiencies as required (i.e. Annual Qualification in

<sup>1</sup> Following the initial CAT III Medical Assessment, an Assessment is completed every five (5) years until age 39, followed by an Assessment every three (3) years from ages 40 to 46 and every (2) years thereafter. A CAT III Medical Assessment is not required for accommodated employees with limitations preventing them from carrying defensive equipment who are performing duties that do not require face-to-face enforcement activities at a postal centre.



the case of the duty firearm and the Three Year Skills Maintenance and Re-certification in the case of other equipment).

- 8.8** The Anniversary Date is the static date used for scheduling officers on initial or subsequent Control and Defensive Tactics Refresher, Annual Qualification and/or the Three Year Re-certification and Skills Maintenance Course. For the purposes of determining an officer's anniversary date, there are two categories of officers.
- a. Category 1** - Officers who, as of April 1, 2017, have successfully completed OITP, DFC (or associated SEC), but have not attended a subsequent Three Year Re-certification and Skills Maintenance Course, the date of successful completion of the training is the anniversary date.
  - b. Category 2** - Officers who, prior to April 1, 2017, have met the requirements of a Three Year Re-certification and Skills Maintenance Course(s), or a Control and Defensive Tactics Refresher Course(s), the anniversary date is established as the date of their most recent successful completion of these courses.
- 8.9** Officers who do not successfully complete all components of training within 90 days of their anniversary date will no longer be authorized to wear the defensive equipment for purposes other than training. Acceptable reasons for requesting a temporary exemption may include: pre-approved leave, serious family emergency, death in the family, injury/medical reasons with doctor's certificate, emergency operational requirements, and established peak operational periods. Any requests for a temporary exemption of this requirement must be submitted to the Director, Force Generation and Strategic Direction Division for consideration.
- 8.10** Certified officers on temporary assignment to an unarmed position within the Agency and returning to an armed position may be permitted by their manager to attend firearm practice and Annual Qualification during their absence from their armed position.
- 8.11** Certified officers who are returning to an armed position after an extended absence where any level of certification has expired during this absence, this level of certification must be re-obtained before permitting the officer to return to duties with defensive equipment.

## Firearms Safety and Security

- 8.12** Firearm clearing devices must be installed at any Agency facility in which firearms are stored.
- 8.13** Firearms in the possession of the Agency must be stored and transported in accordance with the Storage, Display, Transportation and Handling of Firearms by Individuals Regulations.
- 8.14** When not in use, Agency firearms must be rendered inoperable with an Agency approved locking device and stored in an Agency approved firearms storage container or cabinet.
- 8.15**
- 8.16**



## Acquisition, Issue and Maintenance

- 8.17 The acquisition of an Agency firearm must be approved by the Vice President, Human Resources Branch or by his or her delegate.
- 8.18 Officers, employees and recruits will not wear or use a firearm or any other defensive equipment that is not provided to them by the Agency.
- 8.19 Only Agency approved ammunition may be used in Agency firearms.
- 8.20 Officers carrying a duty firearm in the performance of their duties must carry that firearm loaded with duty ammunition at all times, in accordance with Agency training. Officers must also carry two spare magazines, each magazine fully loaded with duty ammunition.
- 8.21 Officers are not permitted to alter or modify a duty firearm without the express permission of their immediate supervisor in consultation with a certified instructor.
- 8.22 Officers, employees and recruits are to maintain their defensive equipment in proper working order at all times.
- 8.23 The known or suspected loss, theft or misplacement of any piece of defensive equipment including ammunition must be reported forthwith to an immediate supervisor and to Regional Security.
- 8.24 Officers will comply with all lawful instructions given to them by management with respect to the firearms and defensive equipment issued to them.
- 8.25 Requests for the approval of any new defensive equipment or for approval to locally purchase handcuffs, defensive batons and/or OC spray must be obtained from the manager of the Defensive Tactics Unit, Force Generation and Strategic Direction Division, Training and Development Directorate.

## Storage of Defensive Equipment

- 8.26 Defensive equipment is to be stored at an Agency facility when it is not in use and stored in a container, receptacle, vault, safe or room that is kept securely locked and has been approved by Regional Security.
- 8.27

<sup>2</sup> In accordance with the definition of a “public officer” found in paragraph 117.07(2) of the *Criminal Code*, the holder of the BSF390 is a public officer for the purposes of paragraph 117.07(1) of the *Criminal Code* and is lawfully in possession of a firearm(s) related to the business of the CBSA and for the purpose of the public officer’s duties or employment.



- 8.28** A BSF390 may only be issued for the duration of the period for which the defensive equipment is required and may not exceed three months. When renewing a BSF390, the issuing manager must verify the physical presence/serial number of the firearm.

**8.29**

- 8.30** CBSA Security must ensure that standards for storage of Agency firearms and defensive equipment meet or exceed the requirements of Storage, Display, Transportation and Handling of Firearms by Individuals Regulations and the Public Agents Firearms Regulations as applicable.

## Transportation and Shipping of Firearms

- 8.31** Unless otherwise authorized by management, defensive equipment must be transported by an employee in an approved storage container, which is authorized for transportation purposes.
- 8.32** Defensive equipment must be shipped within an approved shipping container, using a carrier approved by the Canadian Firearms Program (please refer to the List of approved carriers).

## Wearing/Carrying of Protective and Defensive Equipment

### General

- 8.33** The wearing of protective equipment and the carrying of defensive equipment is inherently linked to the performance of authorized and lawful duties and whether there is an expectation to administer or enforce program legislation when it is necessary to do so – e.g. to make an arrest.
- 8.34** The wearing of protective equipment and the carrying of defensive equipment is not linked to the wearing of the CBSA uniform although, when dealing with members of the public and there is an expectation to administer or enforce program legislation, officers in uniform must wear/carry both the protective equipment and the defensive equipment they have been issued or permitted to carry in accordance with this directive. Officers are expected to comply with the requirements of the CBSA Uniform Policy and Standards of Appearance and the Enforcement and Intelligence Operations Uniform Policy at all times.
- 8.35** Protective equipment may be worn without defensive equipment being carried but defensive equipment shall not be carried under any circumstance without protective equipment being worn.
- 8.36** Defensive equipment must be carried on the duty belt as per the instructions provided in training and the SOP to this directive.

<sup>3</sup> Under no circumstances should a magazine be inserted into a firearm during transportation or storage.



- 8.37** Officers are required to inspect and maintain their protective and defensive equipment in clean and proper working condition at all times.
- 8.38** Defective, damaged and worn protective and defensive equipment must be repaired or replaced as required.
- 8.39** Under no circumstance can protective or defensive equipment be worn, carried, handled or used by a person who is not an employee of the CBSA except for situations when it is in accordance with CBSA policy, directives and standard operating procedures – e.g. the firearm is sent for repair.
- 8.40** Officers, employees, and recruits must inform their immediate supervisor/manager when they have knowledge of or reason to suspect that a condition exists that may affect a colleague's, supervisor's or their own capacity or ability to possess, carry or use defensive equipment.
- 8.41** Officers are required to report any circumstance in which they know or have reason to believe that defensive equipment has been not been carried, handled or used in accordance with CBSA policy, directive and standard operating procedure concerning defensive equipment or where CBSA security standards or the Code of Conduct has been contravened.
- 8.42** Nothing in this directive shall be construed as permitting or mandating the carrying of defensive equipment outside the territorial limits of Canada. Exceptions may be approved by management where officers are in compliance with the laws of the foreign jurisdiction with respect to the carrying of defensive equipment.
- 8.43** Officers required to enter or transit the United States or other foreign territory will ensure that, prior to entrance or transit through the foreign territory, the U.S. or other foreign authorities are advised that they are carrying or in possession of defensive equipment, and confirm they are in compliance with the laws of that country with respect to the importation and carrying of defensive equipment.

#### **Mandatory Carrying of Defensive Equipment**

- 8.44** Officers must carry the defensive equipment they have been trained to use and authorized to carry in accordance with this directive when on duty, engaged in the performance of duties in the administration of CBSA program legislation, and there is a reasonable expectation that the officer may have to enforce program legislation.

#### **Discretionary Carrying of Defensive Equipment**

- 8.45** Officers who are performing administrative duties (e.g. completing reports, preparing information for search warrants, etc.) in an office environment, where public access is restricted and there is no expectation to enforce program legislation may, with management approval, work without carrying their defensive equipment or wearing their protective equipment. Defensive equipment shall be securely stored when it is not carried.
- 8.46** Officers may be asked to perform examination duties where the wearing of additional personal protective equipment (PPE) is required and/or the wearing of the normally expected protective equipment or the carrying of defensive equipment interferes with the performance of that duty – e.g., wearing Tyvek coveralls and other PPE when examining highly toxic substances or when performing confined space examinations where movement is restricted. In such instances, officers may be permitted to remove protective and defensive equipment provided adequate levels of security is maintained over the



equipment and with respect to the safety of the officers who have removed their equipment and management approval has been obtained.

**8.47** Officers working in the Enforcement and Intelligence Operations may be assigned duties where the wearing of protective and/or carrying of defensive equipment could endanger their safety (e.g. covert surveillance activities). Consistent with the Agency's Surveillance Policy, after conducting a risk assessment which determines that enforcement action is unlikely and that the risk of harm posed by the surveillance operation to officers or the public is low or that the carrying of defensive equipment increases the risk to officer safety, officers may be authorized by management to work without full defensive equipment for this specific activity. Once authorized, officers may take off some (or all) of their defensive equipment and protective equipment as per the following options:

- a. The duty firearm only;
- b. The duty firearm and baton;
- c. The duty firearm, baton and OC spray; or
- d. The duty firearm, baton, OC spray, and protective vest.

**Note** – the duty firearm may not be carried by itself.

**8.48** Officers may be permitted to carry defensive equipment while they are not directly engaged in the administration or enforcement of program legislation when:

- a. Leaving an Agency facility for a short period (e.g. meal or rest break) and it is deemed by the officer's supervisor or manager not to be practicable to remove and store defensive equipment; or
- b. Working outside of an Agency office and stopping for rest or meal breaks.

**8.49** Employees and recruits engaged in training in the use of firearms and other defensive equipment may carry defensive equipment for purposes related to the training but when not actively involved in the training must follow the rules of the campus or training facility concerning the wearing, transportation, storage or handling of defensive equipment. Nothing in the foregoing statement shall be construed as permitting or mandating the carrying of defensive equipment outside the physical territory of the campus or training facility, except for authorized practice or re-certification. Any request for authorized exemption shall be made in writing to the Director, Force Generation and Strategic Direction Division.

### **Prohibited Carrying of Defensive Equipment**

**8.50** Subject to the conditions outlined in paragraphs 8.57 to 8.59, officers are not permitted to carry a duty firearm while working within an airport terminal building.

**8.51** Officers are not permitted to carry defensive equipment while travelling on aircraft.

**Note** – this does not apply to handcuffs and other restraining devices.

**8.52** Officers are not permitted to carry defensive equipment while attending to personal business for which there are leave provisions (e.g. appointments for medical or dental reasons, Health Canada Category III Medical Assessments, as well as other such events/activities).

**8.53** Officers are not permitted to carry defensive equipment while working within or attending to a place or facility where the carrying of defensive equipment is not permitted by law or by the policy of the office





responsible for that place or facility (e.g. a jail or detention facility or a courthouse that restricts entry of law enforcement officials with firearms and/or other defensive equipment).

- 8.54** Officers are not permitted to carry defensive equipment while attending training except where the training itself involves use of the defensive equipment – e.g. firearms practice, re-certification, training assistance.
- 8.55** Officers are not permitted to carry defensive equipment while participating in any internal mediation process (refer to the ICMS Policy and Program Framework).
- 8.56** Except as otherwise provided by this directive, officers are not permitted to carry defensive equipment when performing any duty or assignment outside a port of entry or CBSA office that does not unequivocally involve the administration or enforcement of CBSA program legislation or an expectation to administer or enforce CBSA program legislation (e.g. giving a lecture or a demonstration at a trade show or school, recruitment related activities).

### **Carrying Defensive Equipment at Canadian Airports**

- 8.57** Officers at Class 1<sup>4</sup> airports or any airport with US Preclearance services are authorized to carry all defensive equipment (baton, OC spray, handcuffs, firearm) when working outside the air terminal building (ATB) (e.g. apron, baggage sorting area, fixed base operations<sup>5</sup> and cargo warehouses)
- 8.58** When working inside an ATB at Class 1 airports or airports with US Preclearance services, CBSA officers are required to carry defensive equipment except the duty firearm. The duty firearm will be permitted only in the following three (3) circumstances:
  - a. By Enforcement and Intelligence officers;
  - b. By officers when transiting to or from armed work activities; and
  - c. By officers conducting specific short term activities (i.e. commercial compliance or inspection, customs verifications, breaks and meals). If exceptional circumstances require an officer to extend beyond 60 minutes, the circumstances must be documented and reported (refer to SOP for reporting procedures)
- 8.59.** At Class 2 and Class 3 airports, the same rules will apply – however, officers may, with management approval, carry firearms their entire shift if their assigned duties require frequent transition between armed and unarmed tasks/locations.

**Note** – If the Class 2 or Class 3 airport provides US Preclearance Service, then the rules applicable to Class 1 airports apply

### **Carrying Defensive Equipment at Postal Centers**

- 8.60** There is no requirement to carry defensive equipment while working within a postal center.
- 8.61** If assigned to perform duties outside of the postal center in which defensive equipment including the duty firearm is normally required, officers reporting to duty from the postal center are

<sup>4</sup> The class of airports within Canada are listed in Schedules 1 through 3 of the *Canadian Aviation Security Regulations, 2012*

<sup>5</sup> Fixed base operator (FBO) means an authorized provider of services to general aviation aircraft, business aviation and operators at sites located at or adjacent to an airport (Memorandum D2-5-12)



expected to wear protective equipment and carry defensive equipment including the duty firearm.

- 8.62** Officers from an armed working environment (e.g. Detector Dog handler, Enforcement and Intelligence officers) conducting short term activities within the postal center are permitted to carry defensive equipment including the duty firearm while carrying out those activities.

## **Replacement, Return or Removal of Agency Firearms and Defensive Equipment**

- 8.63** Agency firearms or defensive equipment issued to an officer, employee or recruit is the property of the Agency, shall be returned to the Agency when it is no longer required by the officer or the officer is no longer approved to possess it and may be replaced or removed at the discretion of management. When Agency firearms or defensive equipment is removed by management, the employee shall be informed of the reason(s) for the removal except in circumstances where there is a legitimate justification not to (e.g. confidential or sensitive information that cannot be disclosed).
- 8.64** Agency firearms and defensive equipment shall be replaced when damaged, defective or expired. Officers, employees and recruits shall regularly clean and inspect their Agency firearms and defensive equipment and ensure it is in proper working order.

## **Return of Agency Firearms and Defensive Equipment for Administrative Reasons**

- 8.65** Agency firearms and defensive equipment is to be returned to the Agency when:
- a. The firearm or defensive equipment is replaced by the Agency;
  - b. The officer ceases to be an employee of the Agency;
  - c. The officer is permanently appointed to a position in the Agency that does not require the carrying and use of a firearm or defensive equipment; or
  - d. The officer fails to maintain his or her proficiency in the use of force / Control and Defensive Tactics (CDT) (please refer to the [Directive on Firearm and Defensive Tactics Training \(PDF, 390 KB\)](#)) or in the use of duty firearms by the expiry date of his/her certification (please refer to the [8.1.2 in the CBSA Standard Operating Procedures on Agency Firearms and Defensive Equipment](#)).
- 8.66** Officers on long-term leave or on temporary assignment to an unarmed position in the Agency or to another department, agency or government may have the Agency firearm and/or defensive equipment placed in storage if the following applies:
- a. Management determines that the period of leave/assignment is reasonable and that it will not lead to operational pressures, resource shortfalls or safety concerns to allow continued issuance of the firearm to the officer ; and
  - b. The Agency firearm and/or defensive equipment is securely stored in the officer's assigned storage compartment or at another Agency location as approved by management.
- 8.67** Officers assigned to **temporary** duties without a firearm as the result of accommodation due to health or medical reasons (e.g., injury which precludes carrying a firearm) may be permitted to retain possession of their firearm provided that it is securely stored in the officer's assigned storage compartment until their return to full duties. If it becomes known that the officer cannot be returned to full duties and must be permanently accommodated in an unarmed position, the firearm must be returned to the Agency. This should be read in conjunction with **8.68**.



## Removal of Agency Firearms and Defensive Equipment for Non-Administrative Reasons

- 8.68** Management shall remove Agency firearm(s) and/or defensive equipment from any officer, employee or recruit for the following reasons:
- a. Criminal charge or conviction for any offence involving violence or threat of violence;
  - b. Threats or actual violent behaviour towards others or threats to do harm to themselves;
  - c. Alcohol or substance abuse;
  - d. The discovery of a medical condition (physical condition or serious psychiatric condition or serious emotional instability), whether medicated or not which may negatively influence the ability of the individual to possess, wear, or use defensive equipment<sup>6</sup>; or
  - e. The officer is under investigation for a matter involving the use of excessive force or assault (e.g. striking a compliant individual); or
  - f. In the opinion of the Agency, it is not in the best interests of the Agency that an officer continues to carry or possess an Agency firearm or defensive equipment.
- 8.69** Officers, employees, or recruits must inform their immediate supervisor or manager when they have knowledge of or reason to suspect a condition exists that may affect a co-worker's, a supervisor's or their own capacity or ability to possess, wear or use Agency firearms and/or defensive equipment.
- 8.70** The Force Generation and Strategic Direction Division, Training and Development Directorate, Human Resources Branch must be informed in writing of any decision taken to remove an Agency firearm and/or defensive equipment for non-administrative reasons within 24 hours of the action.

## Review and Return of Agency Firearms and Defensive Equipment

- 8.71** The decision to remove an Agency firearm and/or defensive equipment from any officer must be reviewed within 72 hours<sup>7</sup> of the action by that employee's director.
- 8.72** All requests for an extension of the 72 hour review must be submitted in writing to the Force Generation and Strategic Direction Division inbox, Training and Development Directorate, Human Resources Branch.
- 8.73** Following the review, the employee's director may then authorize the return of the Agency firearm and/or defensive equipment or the continued removal of the Agency firearm and/or defensive equipment. The employee's director may only approve the return of the Agency firearm and/or defensive equipment where it is determined that the continued removal of the Agency firearm and/or defensive equipment is not in accordance with section **8.68** of this directive.
- 8.74** Where the continued removal of the Agency firearm and/or defensive equipment is required, the director shall create and implement an action plan for the potential return of the firearm and/or defensive equipment. Upon the employee's completion of the action plan, the employee's director will make a written recommendation to the Regional Review Committee with supporting evidence, as required, for the return or permanent removal of the Agency firearm and/or defensive equipment.

<sup>6</sup> Not intended to include to physical injuries (e.g. broken bone), short term medical conditions (e.g. pregnancy) or temporary illnesses (e.g. flu/cold) for which an officer may be extended sick or other leave benefits or be assigned to administrative duties that do not require defensive equipment.

<sup>7</sup> The employee's director can make the decision in less than 72 hours, however once the decision has been rendered, it cannot be rescinded and will have to undergo the process outlined in sections 8.75 to 8.80 of this Directive



- 8.75** At the same time as the director's written recommendation is presented to the Regional Review committee, a copy will also be provided to the employee. The employee then has the opportunity to prepare and deliver a written submission to the Regional Review Committee for them to consider during their review of the matter. The employee has the right to consult with union representatives for the purposes of preparing his/her written submission
- 8.76** Once the Regional Review Committee confirms that the director's recommendation is appropriate, the Regional Review Committee shall send the recommendation to the Director General, Training and Development Directorate via the Force Generation and Strategic Direction Division inbox. However, if the committee is not in agreement, it shall refer the matter back to the employee's director along with its reasons, any outstanding concerns and provide possible suggestions for the director to address prior to resubmitting a recommendation to the Regional Review Committee.
- 8.77** The Force Generation and Strategic Direction Division, Training and Development Directorate, will complete an analysis of the recommendation to determine whether it is in accordance with the law and CBSA policies, directives and standard operating procedures. The result of this analysis and a copy of the regional recommendation will then be forwarded to the Director General, Training and Development Directorate for decision.
- 8.78** The Director General, Training and Development Directorate, shall consider the recommendation and any other relevant submissions and will then direct the return of the firearm(s) and/or defensive equipment, continuation with the temporary removal of the firearm(s) and/or defensive equipment until certain conditions are met, or direct that the firearms(s) and/or defensive equipment be removed permanently. The decision of the Director General, Training and Development Directorate will then be communicated to the affected officer's Regional Director General.
- 8.79** Subsequent to approval for return of the Agency firearm and/or defensive equipment under this directive, the Force Generation and Strategic Direction Division, Training and Development Directorate, Human Resources Branch must be notified in writing within 24 hours of the return of any firearm and/or defensive equipment. This notice shall also include confirmation that all activities contained in the conditions of the return of the firearm or other defensive equipment have been met.

## **9. Enquiries**

- 9.1** Enquiries regarding this directive or recommendations for amendments are to be directed to:

Director, Force Generation and Strategic Direction Division  
Training and Development Directorate  
Human Resources Branch  
100 Metcalfe Street  
17<sup>th</sup> floor, 1745  
Ottawa, ON, K1A 0L8  
Email: [cbsa-atf@cbsa-asfc.gc.ca](mailto:cbsa-atf@cbsa-asfc.gc.ca)

## **10. Amendments**

- 10.1** Amendments to this directive shall be approved by the Director General, Training and Development Directorate, Human Resources Branch.



Canada Border  
Services Agency

Agence des services  
frontaliers du Canada



# CBSA Standard Operating Procedures on Agency Firearms and Defensive Equipment

Last Updated: July 1, 2019



PROTECTION • SERVICE • INTEGRITY

Canada



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## **Part 1: Introduction**

### **1.0 General**

- 1.0.1** These Standard Operating Procedures (SOPs) apply to all employees and recruits and must be read in conjunction with the CBSA Policy on Use of Force and Defensive Equipment, the CBSA Directive on Agency Firearms and Defensive Equipment, the CBSA Directive on Use of Force and Reporting, the CBSA Directive on Defensive Tactics Training, the CBSA Directive on Progress Review, Defensive Tactics Training and the CBSA Standard Operating Procedures on Use of Force and Reporting.

### **1.1 The Arming Program**

- 1.1.1** Consistent with the practices of police and other law enforcement agencies within Canada, the Canada Border Services Agency (CBSA) has instituted a defensive tactics program to ensure that its enforcement personnel are equipped with the tools, skills and required competencies to enforce program legislation. Essential to the success of the defensive tactics program is the requirement for officers and managers to safely handle, wear, transport, store and utilize defensive equipment, to use force and to make arrests.
- 1.1.2** The purpose of this Standard Operating Procedure (SOP) is to ensure that managers and officers have necessary information for the administration and handling of defensive equipment. This document complements and references the policies, directives and training that is delivered to officers and management.

## **Part 2: Use of Force Training, Re-certification and Practice**

- 2.1** Refer to CBSA Standard Operating Procedures on Defensive Tactics Training.

## **Part 3: Administrative Duties**

### **3.0 Issuing Defensive Equipment**

#### **Officers**

- 3.0.1** Ensure all the defensive equipment and ammunition that you are issued is always accounted for.
- 3.0.2** Record serial numbers and date of issue in your notebook.
- 3.0.3** Complete a function test upon receiving a newly issued or spare duty firearm.

#### **Managers**

#### **Duty Firearms**

- 3.0.4** After receiving certification on a DFC, officers are issued their firearms and duty ammunition upon return to work in an armed position.





- 3.0.5 Retrieve the shipped duty firearm from authorized receiving personnel or the employee authorized to transport the duty firearm.
- 3.0.6 Verify the presence of magazines and a firearm locking device.
- 3.0.7 Ensure that the officer receives the same duty firearm that was issued to him or her on the successful completion of his or her training by verifying the serial number and grip size of the firearm against the data on the Corporate Administrative System (CAS) record.
- 3.0.8 Provide the officer with an Agency approved locking storage box or locker and approved locking devices for the box or locker.
- 3.0.9 Provide instructions on site-specific storage, safe handling and transportation procedures to officers.
- 3.0.10 Ensure that the duty firearm is secured in the lock box or in the officer's holster.
- 3.0.11 Have the officer sign for receipt of defensive equipment on an E689 Equipment Issuance and Removal Document.
- 3.0.12 Return the signed receipt to authorized personnel for processing once completed.
- 3.0.13 Ensure the officer maintains an issued allotment of 51 rounds of duty ammunition, and have the officer sign a receipt (BSF739 – Distribution of Ammunition to an Individual Officer). This includes the reissuance of duty ammunition after completion of the Annual Qualification.
- 3.0.14 Should an officer in possession of a duty firearm be transferred to your office, you must ensure that CAS is updated and that the officer receives instructions regarding safe handling, storage and transportation of firearms specific to your work location.

#### **Handcuffs, Defensive Baton and Oleoresin Capsicum (OC) Spray**

- 3.0.15 Ensure approval for local purchase of handcuffs has been obtained from the Defensive Equipment Management Unit, Force Generation and Strategic Direction Division.
- 3.0.16 Issue this equipment and document with an E689 Equipment Issuance and Removal Document.
- 3.0.17 Verify that the disposition of the defensive equipment is updated in CAS. Confirm expiry date of OC spray is valid and record CAS.

### **3.1 Maintenance**

#### **Officers**

- 3.1.1 Maintain your issued protective and defensive equipment in a clean and fully working condition at all times. This will be done in an area designated by management and outside of public view.
- 3.1.2 Upon request by management, present your defensive equipment for inspection.
- 3.1.3 Record time and date of all maintenance to equipment in your notebook.



## Duty Firearm

- 3.1.4 After use and as part of regular maintenance you must clean, lubricate and perform a function test of the duty firearm in accordance with manufacturer specifications and your training. Before conducting any maintenance, always ensure the firearm is unloaded and proven safe in accordance with established procedures and your training on firearms safety. Do not remove, modify, adjust or replace any components that have not been part of your Agency approved training.
- 3.1.5 Inform your supervisor/manager when you are notified that scheduled maintenance of your duty firearm is required.
- 3.1.6 Inform your supervisor/manager when a stoppage or a malfunction occurs with your duty firearm that you cannot correct or have not been trained for and request a replacement duty firearm. Ensure that all ammunition is removed from your duty firearm. If a stoppage or malfunction occurs that results in a live round remaining in the duty firearm that cannot be safely removed you must notify Defensive Equipment Management Unit via CBSA-ASFC\_Defensive\_Equipment\_Support\_Soutien\_Pour\_Équipement\_Défense to ensure that the armourer is notified of the situation and follow any direction recommended by the Defensive Equipment Management Unit prior to shipping.
- 3.1.7 When a duty firearm has been damaged, provide a report detailing the incident to your supervisor.

## Oleoresin Capsicum (OC) Spray

- 3.1.8 Verify expiry date and replacement the OC spray prior to expiry.
- 3.1.9 Inspect the nozzle daily to ensure it is free from debris.
- 3.1.10 Test once every 30 days to ensure canister function by spraying a ¼ second burst in an area designated or appropriate (e.g. outside, downwind and out of the view of the public).
- 3.1.11 Weigh the canister after each use, including testing. Replace when the canister is less than or equal to the replacement weight indicated on the canister

## Defensive Baton

- 3.1.12 If the baton is exposed to moisture, open it and dry it with a non-abrasive cloth.
- 3.1.13 Check the threaded butt cap to ensure it is tight.
- 3.1.14 Check the blades for hairline fractures or excessive wear.
- 3.1.15 Check the tip for looseness. If the tip is loose, an approved fixative (such as Loctite) can be applied to the threads to secure it in place.
- 3.1.16 Ensure the retaining spring contained in the butt cap is adjusted for proper resistance for opening. The spring can be spread for greater resistance or pushed together for less resistance.
- 3.1.17 Extend/close the baton occasionally to test the function (out of the view of the public).

## Handcuffs

- 3.1.18 Keep handcuffs in the supplied pouch to prevent exposure to environmental factors (e.g. dust, condensation, rain, etc.).



- 3.1.19 Remove handcuffs from pouch and cycle the single bar to ensure smooth operation at start of shift.
- 3.1.20 Rust can be prevented with the application of a small amount of oil appropriate for this purpose.

### **Protective Vest**

- 3.1.21 Protective vests must be stored in a dry and dust-free area. They should be laid flat to retain integrity and prevent curling.
- 3.1.22 Clean by removing ballistic panels from the carrier and sponging with warm water and mild detergent. The protective vest should be cleaned 10 times per year. Follow the directions on the cover. The carrier may be washed in the washing machine.
- 3.1.23 Ensure that the protective vest is dry before wearing it.
- 3.1.24 Ballistic capability may be reduced or lost when wet, but protection returns when it dries out.
- 3.1.25 Ensure that the protective vest is replaced if it is fired on or damaged.
- 3.1.26 Ballistic panels should not be exposed to ultraviolet rays. Do not dry your ballistic panels in the sun.

### **Managers**

#### **Duty Firearms**

- 3.1.27 Each duty firearm is inspected and test fired by the RCMP Armoury when received from the manufacturer/supplier. All firearms undergo regular maintenance as outlined at the RCMP Armoury where they are again fully inspected and tested in accordance with manufacturer specifications/schedule and the RCMP Armoury protocols prior to being returned to service.
- 3.1.28 When a duty firearm has been damaged, ensure the officer responsible provides a written report detailing the incident.
- 3.1.29 Review the report and take appropriate action in accordance with the circumstances reported.
- 3.1.30 If a malfunction occurs that cannot be remedied according to training or the duty firearm is damaged; return the duty firearm to the armorer in accordance with Part 6.3, Shipping Firearms (note: duty firearms being sent to the armorer must be secured using the CBSA approved cable lock).
- 3.1.31 If applicable, upon return of the assigned firearm, the temporary replacement firearm should be shipped to the armorer with a note included indicating that it requires maintenance. Upon completion of any required maintenance, the armorer is to ship the firearm to the National Warehouse for storage; the firearm will be returned to stock and available for future use.
- 3.1.32 Officers may only perform maintenance on a duty firearm, including the removal of any component, in accordance with Agency training.

## **3.2 Inspecting Duty Firearms**

### **Managers**

- 3.2.1 Managers are to ensure that all duty firearms issued to officers are inspected annually and the results shall be documented on the *Manager's Duty Firearm Inspection Checklist* (refer to the Appendix D).



- 3.2.2 Use the designated safe area within the operational facility where duties such as inspection or cleaning of the duty firearm are performed.
- 3.2.3 Request that the officer prove his or her duty firearm safe.
- 3.2.4 Ensure that the officer's duty firearm was loaded with 1 round of duty ammunition in the chamber and 16 duty rounds in the magazine.
- 3.2.5 Verify that the officer carries two additional magazines in the issued pouch and inspect these to ensure they are both loaded to capacity with 17 rounds of duty ammunition.
- 3.2.6 Verify that the officer is familiar with the procedures to lock and properly store a duty firearm and defensive equipment and have the officer demonstrate Part 5: Storage of Agency Firearms and Defensive Equipment.
- 3.2.7 Inspect the duty firearm for cleanliness and have the officer perform a function test to demonstrate basic operability (refer to the Appendix A). The duty firearm, including the interior of the chamber and barrel, should be free of dust, grit, excess oil or any other material that might adversely affect the safe operation of the firearm. The moving parts (slide, trigger, magazine release) of the duty firearm should all operate freely without the need to force them:
  - a. If the duty firearm meets the cleanliness and operational requirements, it can be returned to the officer who should immediately re-load and holster the duty firearm; or
  - b. If the duty firearm is not clean, instruct the officer to immediately clean the duty firearm and then arrange to re-inspect it; or
  - c. If the duty firearm fails to meet any of the operability requirements, retrieve the duty firearm from the officer and have it returned to the Armourer for repair. Issue a spare replacement firearm as per the SOPs outlined in Part 3.3, Replacing Defensive Equipment and update the disposition of both the retrieved and replacement duty firearm in CAS.
- 3.2.8 Verify that the serial number (located on the frame) matches the serial number recorded in CAS.

### 3.3 ***Replacing Defensive Equipment***

#### **Managers**

##### **Duty Firearm (Spare)**

- 3.3.1 Depending on the location and the ability to store duty firearms, each office will have one spare firearm for every ten armed officers. Consider obtaining both left and right handed spares if applicable.
- 3.3.2 Spare firearms should be used as temporary replacement of the duty firearm. If a longer-term replacement is required that may deplete your local supply, the replacement firearm must be ordered from the National Warehouse. Regional management may request that a spare or replacement firearm be assigned to an officer permanently. Requests should be placed via email to CBSA-ASFC\_Defensive\_Equipment\_Support\_Soutien\_Pour\_Équipement\_Défense.
- 3.3.3 Issue a spare firearm to an officer where required (e.g. a breakage of the duty firearm occurs) and ensure CAS is updated to reflect this firearm as issued to the officer.



- 3.3.4 Record the issuance of the spare duty firearm with an E689 Equipment Issuance and Removal Document and provide the officer with a copy.<sup>1</sup>
- 3.3.5 If the replacement is not urgent (e.g. scheduled maintenance), request a replacement firearm from the National Warehouse specifying the hand (left/right).
- 3.3.6 If applicable, when the duty firearm is returned from the National Warehouse or armourer, return it to the officer and ensure the officer returns the temporary replacement firearm.
- 3.3.7 Verify that the grip size is the same as, or changed to, that which the officer qualified with during firearms training (available in CAS). The size may include a rubber grip sleeve (i.e. Hogue).
- 3.3.8 Ensure that the disposition of the replacement firearm is recorded in CAS.

### **Handcuffs, Defensive Baton and Oleoresin Capsicum (OC) Spray**

- 3.3.9 Replace any other defensive equipment as necessary and record in CAS.
- 3.3.10 Issue this equipment and document with an E689 Equipment Issuance and Removal Document.
- 3.3.11 OC Spray should be replaced when the weight is less than or equal to the replacement weight indicated on the canister.
- 3.3.12 Approval for the local purchase of use of force equipment must be obtained from the Defensive Equipment Management Unit, Force Generation and Strategic Direction Division, Training and Development Directorate.

## **3.4 *Lost or Stolen Defensive Equipment***

### **Officers**

- 3.4.1 Immediately notify management when a duty firearm, magazines, ammunition or other defensive or related equipment has been misplaced, lost or stolen or otherwise cannot be accounted for by the officer.
- 3.4.2

### **Managers**

- 3.4.3 Notify senior management and the local security officer when a duty firearm, ammunition<sup>2</sup> or other defensive or related equipment has been lost or stolen.

<sup>1</sup> Use form E689 to document issuance and return of Agency firearms and/or defensive equipment. This form may also be used to document temporary loans of spare firearms to an officer for periods of one shift or less.

<sup>2</sup> An officer has an obligation to report any quantity of ammunition that he/she knows is missing to his/her supervisor or manager regardless whether it has been misplaced, lost or stolen. It is recognized that single rounds may inadvertently be ejected from a magazine during the unloading process that may not be observed by the officer at the time but will become evident at a later date (e.g. upon examination of the magazine). In such instances, where there is no evidence of recklessness, misconduct or negligence, the matter will be handled administratively and, if necessary, addressed by way of training.



- 3.4.4 Notify the police of jurisdiction when the lost or stolen item is a duty firearm, magazine, ammunition<sup>3</sup> or OC spray.
- 3.4.5 The Force Generation and Strategic Direction Division is to be notified of any lost or stolen firearms, magazines, ammunition, OC spray or baton. Notification can be sent by email to: CBSA-ASFC\_Defensive\_Equipment\_Support\_Soutien\_Pour\_Équipement\_Défense
- 3.4.6 Ensure that a BSF152 Security Incident Report is completed.
- 3.4.7 Have the officer to whom the duty firearm was issued provide a report detailing the loss or theft. Take appropriate action in accordance with the circumstances reported.
- 3.4.8 Ensure the disposition of the lost or stolen firearm, ammunition or defensive equipment is updated accordingly in the Corporate Administrative System (CAS).

### 3.5 ***Acquisition of Agency Firearms***

#### **Managers**

- 3.5.1 A Public Agency Identification Number (PAIN) must be used to acquire Agency firearms. Use of the PAIN is tightly controlled and must be authorized by the Vice-President, Human Resources Branch or delegate.
- 3.5.2 Before acquiring Agency firearms, ensure that authorization to purchase or otherwise acquire the firearms is received from senior management (Director General or Regional Director General) and that this authorization is approved by the Vice President, Human Resources Branch.
- 3.5.3 To obtain authorization and approval, complete a letter of Approval for the Purchase, Transfer or Acquisition of Firearms by the Canada Border Services Agency (CBSA) for Use as Agency Firearms (Appendix C – Sample Letter for Acquisition of Agency Firearms).
- 3.5.4 Include the following details in the letter:
  - a. Make, model and number of firearms to be acquired; and
  - b. Reason for the acquisition of the firearm(s) and the intended use.
- 3.5.5 Ensure that the Regional Director General or the Director General of the Branch responsible for the program acquiring the firearms signs the letter authorizing the purchase or acquisition.
- 3.5.6 Forward the signed letter to the Vice President, Human Resources Branch and ensure that the approval of the Vice President is received.
- 3.5.7 Attach a copy of the signed and approved letter to the purchase order or transfer agreement made for the firearm(s).
- 3.5.8 Ensure that a copy of the invoice or transfer document received for the firearm, along with a copy of the letter of authorization is forwarded to:
  - a. Regional Security;
  - b. Regional program responsible for asset management; and
  - c. Human Resources Branch, Defensive Tactics Program Division.

<sup>3</sup> The quantity of lost/stolen ammunition should be sufficient to provide concern to police if it were to fall into the wrong hands. A single round would not provide this concern unless it were part of a trend or there are other causes for concern.



- 3.5.9** Human Resources Branch, Force Generation and Strategic Direction Division will report Agency firearms to the Registrar of Firearms in accordance with the provisions of the Firearms Act and the Public Agents Firearms Regulations.
- 3.5.10** Any program area maintaining an inventory of firearms will provide a list of these firearms by email to the Force Generation and Strategic Direction Division (CBSA-ASFC\_Defensive\_Equipment\_Support\_Soutien\_Pour\_Équipement\_Défense on January 1<sup>st</sup> of each year containing the following details pertaining to the firearm(s):
- a. Serial number;
  - b. Make;
  - c. Manufacturer (if different from Make);
  - d. Model number;
  - e. Type;
  - f. Action;
  - g. Calibre or gauge;
  - h. Barrel length if it is shorter than 470 mm; and
  - i. Quantity of ammunition that the magazine can contain.
- 3.5.11** After Vice-President, Human Resources Branch approval, ensure that the above-noted details are provided immediately to the Force Generation and Strategic Direction Division upon acquisition of any new firearm(s) to regional or program inventory.
- 3.5.12** Requests for the acquisition of duty firearms should be sent to the Director, Force Generation and Strategic Direction Division, Human Resources Branch.

### **3.6 *Disposal of Agency Firearms***

#### **Managers**

- 3.6.1** Before any Agency firearm is disposed of, it must be offered to the Chief Firearms Officer of the province in which the firearm is stored or to the RCMP Commissioner for any scientific, research or educational purpose, or for preservation as a historical firearm or for destruction. .
- 3.6.2** Disposal, other than by transfer to the provincial Chief Firearms Officer or the RCMP, must be by destruction of the firearm and witnessed by an employee.
- 3.6.3** Destruction must be in accordance with the Firearms Act.
- 3.6.4** Ensure that the disposal of any Agency firearm (other than duty firearms) is reported to:
- a. Regional Security;
  - b. Regional program responsible for asset management; and
  - c. Human Resources Branch, Force Generation and Strategic Direction Division.
- 3.6.5** The disposal of duty firearms is to be reported to:
- a. Regional Security; and
  - b. Human Resources Branch, Force Generation and Strategic Direction Division.



## 3.7 **Ammunition**

### Officers

- 3.7.1 Only Agency approved ammunition is permitted to be used in an Agency firearm. The use of privately purchased, reloaded or modified ammunition is strictly prohibited.
- 3.7.2 Inspect ammunition for signs of damage prior to loading it into the magazine. If any ammunition is suspected to be faulty, report it to your supervisor, return the ammunition and request replacement ammunition.
- 3.7.3 Only duty ammunition will be issued for operational use while on duty.
- 3.7.4 Unless otherwise permitted or required, only practice ammunition will be used for training purposes.
- 3.7.5 Annually, duty ammunition shall be expended during training events (normally this will occur during the annual re-certification session), provided a certified instructor is present and the shooting range has approved the use of this type of ammunition.

### Managers

- 3.7.6 Ensure that Agency approved ammunition is used in an Agency firearm. The use of reloaded or modified ammunition is strictly prohibited.
- 3.7.7 Ensure that only duty ammunition is issued for operational purposes.
- 3.7.8 Provide practice ammunition for training purposes including off-duty practice. If approval is received from the Force Generation and Strategic Direction Division, management may permit the acquisition and use of specialized commercially manufactured practice ammunition to meet specific range requirements (e.g. frangible).
- 3.7.9 Ensure that ammunition inventory is periodically verified. This should occur at least quarterly. Unexplained discrepancies shall be reported to the Force Generation and Strategic Direction Division and to Regional Security.
- 3.7.10 An E657 Transfer of Ammunition Receipt for Vendor must be completed and provided to the vendor for any local acquisition of ammunition. Authorization for the purchase of ammunition shall be made at the Chief of Operations/Director level.
- 3.7.11 If faulty ammunition is suspected, collect all remaining ammunition of that lot number (may have been issued to several officers) and provide written notification to CBSA-ASFC Defensive Equipment Support Soutien Pour Équipement Défense.

## **Part 4: Handling of Firearms**

### **4.0 General**

- 4.0.1 Maintain the principles of firearms safety at all times (**ACTS**).
  - a. Assume every firearm is loaded;
  - b. Control the muzzle direction at all times;
  - c. Trigger finger must be kept off the trigger and out of the trigger guard; and





- d. See that the firearm is unloaded.
- 4.0.2 Inform your immediate supervisor/manager if you have knowledge of, or reason to suspect that, an officer or employee has handled or may handle a firearm in an unsafe, unprofessional, irresponsible or unlawful manner.
- 4.0.3 Only employees of the CBSA may handle CBSA firearms
- 4.0.4 Administrative staff who handle Agency firearms and ammunition shall only handle Agency firearms or ammunition under the following circumstances:
  - a. Administrative staff shall not be permitted to handle both Agency firearms and ammunition at the same time,
  - b. A CBSA officer or manager may handle both Agency firearms and ammunition,
  - c. Administrative staff may handle both Agency firearms and ammunition with management supervision.
- 4.0.5 Regional management shall inform the Force Generation and Strategic Direction Division on an annual basis, no later than March 31 of the fiscal year, on the administrative measures put into place to control access of Agency firearms and ammunition to administrative staff.

## 4.1 ***Loading, Unloading and Proving Safe***

### **Officers**

- 4.1.1 Officers are to orientate themselves with their workplace, including arming rooms for purposes of safe handling.
- 4.1.2 Load, unload and prove safe firearms in an area designated for such purposes; use a clearing device.
- 4.1.3 A safety check must be performed when the condition of a duty firearm is unknown, when first received/handled, before dry firing and before cleaning. To complete a safety check of a duty firearm:
  - a. Point the pistol in a safe direction. Point it down range or at the floor (when no safe area available).
  - b. Release and remove the magazine from the pistol. Push the magazine release button with the thumb of your pistol hand or the index finger of your support hand. Allow the magazine to fall on the floor. You may have to assist by pulling it.
  - c. Pull the slide to the rear (locked open) using the over hand grip method.
  - d. Visually and physically check the pistol. When slide is locked open:
    - i. Visually look for a cartridge in the chamber area.
    - ii. Physically check, using your little finger, to ensure there is no cartridge in the chamber area.
- 4.1.4 Where a clearing device is not available, firearms must be unloaded and proven safe in accordance with your training on firearms safety.

### **Managers**

- 4.1.5 Ensure that Agency approved clearing devices are available at all Agency offices where firearms are handled or stored.



- 4.1.6 Ensure that clearing devices are used in accordance with training received.
- 4.1.7 Ensure that instructions specific to the clearing device in place are available to employees.

## ***Part 5: Storage of Agency Firearms<sup>4</sup> and Defensive Equipment***

### ***5.0 General***

#### ***5.0.1***

#### ***5.0.2***

### ***5.1 Storage at an Agency Office***

#### ***5.1.1***

#### ***5.1.2***

#### **Managers**

- 5.1.3 Ensure that there are sufficient quantities of Agency approved locking devices available at all Agency offices where firearms are handled or stored to meet the needs of that office for the number of firearms that are likely to be encountered.
- 5.1.4 Ensure that all locking devices, when in use, are properly fastened and keep the keys or combinations to the locking devices separate from the firearm and not accessible to others.

### ***5.2 Storage at a Location Other Than an Agency Office (BSF390 Required)***

- 5.2.1 When storage of an Agency firearm is required at a location other than an Agency office, officers must obtain and possess a completed form BSF390. This document demonstrates that the officer is authorized by CBSA to possess, transport and store duty firearm(s) at a place other than at a CBSA office. The form also confirms employment and duties as a public officer of the CBSA.
- 5.2.2 The BSF390 is not a legal document and does not convey any legal authority to an employee to possess, transport or store firearms. The legal authority to do so stems from the employee's definition as a public officer for purposes of section 117.07 of the *Criminal Code* and the BSF390 is used to describe the officer's or employee's status as a public officer.

<sup>4</sup> Agency firearm includes firearms which have been modified by the Agency for use in dry-fire practice.



**5.2.3** A BSF390 is not required for an officer to possess or wear a duty firearm in the course of performing his/her assigned CBSA duties at a CBSA office or when travelling on duty from one CBSA office to another. However, where an officer will be required to store his/her firearm at a place other than a CBSA office or is transporting a firearm while not on duty, he or she must be given permission to do so and be in possession of a completed and approved BSF390 for the duration of the period in which the firearm is removed and stored away from the CBSA office.

**5.2.4** Employees who are not officers (e.g. administrative staff) who transport agency and protected firearms as part of their duties are also required to be in possession of a BSF390 for these purposes.

#### **Officers**

**5.2.5** All Agency firearms and defensive equipment are to be stored at an Agency office unless written authorization (BSF390) from your supervisor is obtained prior to being stored at another location.

**5.2.6** Retain a copy of the completed BSF390 and keep it with the Agency firearm when storing it.

**5.2.7** Ensure that the Agency firearm and OC spray (prohibited device) is properly stored in accordance with all CBSA requirements (note: a plastic shipping container shall not be used to store an Agency firearm or a prohibited device).

**5.2.8**

**5.2.9** It is not recommended that vehicles be used for storage of defensive equipment unless there is no reasonable alternative. If a vehicle must be used, the Agency approved storage container must be locked in the trunk (remote release overridden) or, if there is no trunk, the storage container must be securely fixed to the vehicle through the use of additional locking devices (e.g. handcuffs or other locking devices). Officers are to ensure that vehicles in which defensive equipment is stored are locked, security systems activated and parked in a secure location when possible.

**5.2.10**

#### **Managers**

**5.2.11** Ensure that written authorization (BSF390) is provided to an officer to store an Agency firearm or a prohibited device at a location other than an Agency office.

**5.2.12** Permit officers to temporarily store their Agency firearm and/or defensive equipment at a location other than an Agency office when:

- a.** Officers are required to travel from their home or place of residence to a work location other than their office or port of entry and the manager of that office or port of entry has deemed it to be impractical or inexpedient to return to the office or port of entry to retrieve an Agency firearm; or
- b.** Officers travel on their own time from their home or place of residence to an approved location where they may carry out firearms practice and the manager of that office or port of entry has deemed it to be impractical or inexpedient to travel to the office or port of entry to retrieve or store that officer's Agency firearm before or after the firearms practice session.



**5.2.13** Ensure that the address of the primary dwelling location where the Agency firearm or prohibited device will be stored is indicated on the BSF390 and include any conditions applicable to the situation.

**5.2.14** Disseminate copies of form BSF390 as follows:

- a. Officer (to remain with the Agency firearm);
- b. Office Copy; and
- c. Regional Security.

### **5.3 *Storage of Returned and Removed Firearms***

#### **Managers**

**5.3.1** Stored for 30 days or less – Determine if the Agency firearm should be stored on site or at the local/regional storage facility.

**5.3.2** Stored for more than 30 days – Determine if the Agency firearm can be stored on site or shipped to the National Warehouse.

## ***Part 6: Transporting and Shipping Agency Firearms and Defensive Equipment***

### **6.0 *General***

**6.0.1** Transport (Transporting) means to move firearms and/or defensive equipment from one authorized location to another authorized location in the custody of an employee of the CBSA but for greater certainty does not include circumstances when the firearm or defensive equipment is worn by the officer in the course of his/her duties or the firearm or defensive equipment is shipped (e.g. off-duty travel, off-duty practice, storage at private or commercial accommodations, etc.).

**6.0.2**

**6.0.3** When Agency firearms are transported the transportation must be authorized (BSF390) and the transportation undertaken in accordance with Storage, Display, Transportation and Handling of Firearms by Individuals Regulations;

**6.0.4** Agency vehicles used by officers transporting Agency firearms and prohibited devices may be equipped with provision to securely fasten CBSA approved firearms storage containers to the vehicle – i.e. a mounting plate or fixed storage box in which to place the firearms storage container. When a vehicle is equipped with such provision, it shall be used unless the firearms storage container itself is not compatible with the mounting plate or the firearms storage container does not fit into the built-in storage box. Where a vehicle used by an officer does not have provision to fasten/store the firearms storage container or the provision installed in the vehicle is incompatible, when practicable to do so and as an added measure of security, the firearms storage container should be fastened to the vehicle through use of additional locking devices (e.g. handcuffs or cable lock). Regardless of additional locking provision, the firearm storage container should not be so placed that it is visible from outside the vehicle.



- 6.0.5** All employees transporting or handling firearms must have successfully completed firearms safety training (i.e. Canadian Firearms Safety Course and Canadian Restricted Firearms Safety Course).

## **6.1 *Transporting Agency Firearms***

### **Officers**

- 6.1.1** Employees who are not authorized to wear a duty firearm or a prohibited device must have a completed form BSF390 to transport Agency firearms and prohibited devices (OC spray).
- 6.1.2** Obtain written authorization (BSF390) from your supervisor/manager to possess and transport firearms or prohibited devices. Retain a copy of the completed BSF390 and keep it with the Agency firearm or prohibited when transporting it.
- 6.1.3**

### **Managers**

- 6.1.4** Review circumstances in which employees are required to transport firearms or prohibited devices in order to ensure that it is necessary. In the majority of instances, spare defensive equipment will be made available to officers at the host POE / CBSA office / CBSA College campus. As a result, CBSA employees are generally not expected to travel with their defensive equipment.
- 6.1.5** Ensure that employees who are not authorized to wear a duty firearm or a prohibited device have obtained written authorization (BSF390) to transport firearms and prohibited devices. The reference to firearms includes both Agency and protected firearms (e.g. seized or forfeited firearms).
- 6.1.6** Retain a copy of the BSF390 on file for six (6) years + current year after the last time it was used for an administrative purpose.

## **6.2 *Officers Transporting Agency Firearms by Commercial Aircraft***

### **Officers**

- 6.2.1** Prior management approval is required in order to transport Agency firearms and ammunition by commercial aircraft. Management shall only grant this approval in exceptional circumstances; for example, when it is not possible to arrange for spare defensive equipment to be made available at the employee's destination.
- 6.2.2** Follow these procedures when management approval is received to travel with some or all defensive equipment:
- a. You must have a completed BSF390 for the firearm.
  - b. You are to comply with all applicable Transport Canada regulations regarding the transportation of firearms and ammunition.
  - c. Transport Canada regulations prohibit the carriage of OC spray in carry-on or checked baggage on aircraft. You are not permitted to bring your issued OC spray with you.
  - d. You will be issued OC spray at your host POE / CBSA office.



- 6.2.3 Under no circumstances are you permitted to transport a firearm and / or ammunition in the cabin of the aircraft.**
- 6.2.4** The firearm must be safely and securely stored in a CBSA issued and approved metal storage container. The storage container should be placed in your checked luggage.
- 6.2.5** If bringing ammunition with you, it must be secured in your checked baggage in a separate container from the firearm. It is advisable to determine whether ammunition is required immediately upon arrival or if it can be issued by the host POE / CBSA office.
- 6.2.6** You must also advise the airline that you are transporting a firearm, and complete any forms required and pay any necessary fees.
- 6.2.7** You must comply with all requirements of the airline you are travelling with respecting the transportation of defensive equipment – particularly firearms and ammunition.
- 6.2.8** Your handcuffs and baton are to be placed in checked baggage to alleviate problems at security.

### **6.3 *Shipping Agency Firearms***

- 6.3.0 Ship** (Shipping) means to move firearms and/or defensive equipment from one authorized location to another authorized location in the custody of a third party lawfully permitted to “ship” the firearms or defensive equipment (e.g. a licensed carrier).

#### **Officers**

- 6.3.1** Advise management of the requirement to ship a firearm.
- 6.3.2**
- 6.3.3**
- 6.3.4** If the firearm cannot be unloaded due to a malfunction, advise your supervisor.
- 6.3.5** Include the magazines for the firearm.
- 6.3.6** Do not include ammunition.
- 6.3.7** Submit packaged firearm to your supervisor/manager for shipping.

#### **Managers**

- 6.3.8** Verify the reason why the firearm is being shipped.
- 6.3.9** If the firearm cannot be unloaded due to a malfunction, contact the Armourer Section for shipping instructions.
- 6.3.10** Authorize the shipment of the firearm from the office to its final destination.



**6.3.11** Ensure that the firearm has been prepared for shipping and is in approved case used for shipping firearms.

**6.3.12**

**6.3.13** Firearms should be shipped with magazines but not with ammunition.

**6.3.14** Prepare the shipping document(s). R on the Stock Transfer Order (STO) when the regions are shipping between one another, to the RCMP Armoury and when returning a duty firearm to the National Warehouse.

If shipping to the National Warehouse, send the duty firearm to the following address:

If shipping to the RCMP Armoury, use the following address:

**6.3.15** Ensure that all shipping of firearms is tracked in CAS (i.e. this is to include updating the disposition of the firearm and inputting the strap seal number) and that all documentation (e.g. copies of shipping receipt) is completed and kept on file for six years + current year after the last time the document was used for an administrative purpose.

**6.3.16** Only ship firearms using the List of Licenced Carriers approved by the Canada Firearms Program.

## ***Part 7: Wearing/Carrying of Protective and Defensive Equipment***

### ***7.0 General***

**7.0.1** Ensure that protective equipment is worn and defensive equipment is carried in accordance with the requirements of the *CBSA Directive on Agency Firearms and Defensive Equipment* (paragraphs 8.33 to 8.62).

### ***7.1 Priority List of Equipment for the Duty Belt***

**7.1.1** The number and type of equipment to be worn on the duty belt are established in the equipment priority lists found at sections 7.1.2, 7.1.3, and 7.1.4 below.

**7.1.2** Required equipment – equipment that must be carried on the belt as per the training and certifications of the officer:



- a. One duty firearm, fully loaded, in holster (the holster shall not be worn empty<sup>5</sup>);
- b. Two full ammunition magazines in pouches;
- c. One extendable baton in scabbard;
- d. One OC spray in pouch;
- e. One pair of handcuffs in pouch;
- f. One handcuff key on clip or in case; and
- g. One communications device (cell phone or radio) in case or on clip (if issued by the Agency).

**7.1.3** Optional equipment – equipment that may be carried on the belt provided it does not interfere with access to required equipment. If space is an issue, optional equipment must be carried in a pocket. While optional equipment is not necessarily supplied by the Agency, it is permitted:

- a. One compact flashlight;
- b. One folding knife or multi-purpose tool;
- c. Keys to areas, vehicles or equipment occupied by or belonging to the Agency; and/or
- d. Compact mouth-to-mouth resuscitation kit, including mouth guard and latex gloves.

**7.1.4** Other equipment – equipment approved by management that does not interfere with access to required equipment and that may be required to perform special tasks:

- a. One handcuff key on clip or in case;
- b. One communications device (cell phone or radio) in case or on clip (if issued by the Agency);
- c. Transportation handcuffs;
- d. Second pair of handcuffs in pouch, when there is an identified need by management;
- e. Date stamp;
- f. Additional health and safety related equipment (e.g. H2S monitor, redeye unit, etc.) and/or
- g. Large flashlight.

**7.1.5** Management, in consultation with a certified instructor, will make the final approval regarding the addition or placement of equipment listed in sections 7.1.3 and 7.1.4.

## **7.2 Airports**

### **Officers**

**7.2.1** You may carry defensive equipment at an airport and within an air terminal building (ATB) only in accordance with the provisions found in paragraphs 8.57 to 8.59 of the *Directive on Agency Firearms and Defensive Equipment*.

**7.2.2** If carrying a duty firearm within an ATB in accordance with subparagraph 8.58 (c) of the *CBSA Directive on Agency Firearms and Defensive Equipment* and it is known in advance that the period of duration within the ATB shall exceed 60 minutes, ensure that the duty firearm is removed and properly stored as soon as possible upon entry to the ATB.

**7.2.3** If carrying a duty firearm within an ATB in accordance with subparagraph 8.58 (c) of the *CBSA Directive on Agency Firearms and Defensive Equipment* but it is not known in advance that the period of duration within the ATB shall exceed 60 minutes or there are exceptional circumstances that cause you to remain within the ATB beyond 60 minutes or cause you to enter the ATB for a longer period while carrying a duty firearm, the date, time, duration and circumstances surrounding the event must be reported to your immediate supervisor and to a CBSA supervisor at the airport (unless these are the same individual).

<sup>5</sup> For situations where armed officers are required to perform non-armed duties (e.g. primary and secondary in an airport passenger terminal) a second duty belt including one baton scabbard, one OC spray pouch, and one handcuff pouch is permitted to be ordered in accordance with the Uniform Supply System. The second duty belt will not contain a holster nor a magazine pouch.





- 7.2.4** Officers transiting an ATB while wearing a duty firearm may stop for short periods related to meal and rest breaks however this places them in the category of subparagraph 8.58 (c) and must report an instance where they exceed 60 minutes as per the procedures above.

### **Managers**

- 7.2.5** Ensure that officers carrying defensive equipment at airports and within Air Terminal Buildings (ATB) do so in accordance with paragraphs 8.57 to 8.59 of the *Directive on Agency Firearms and Defensive Equipment*.
- 7.2.6** In circumstances where an officer is carrying a duty firearm as per subparagraph 8.58 (c) of the *CBSA Directive on Agency Firearms and Defensive Equipment*) and exceptional circumstances require that the officer exceed 60 minutes, ensure that the officer reports the date, time, duration and circumstances surrounding the event.
- 7.2.7** Where an officer has reported that he/she has exceeded the 60 minute time period permitted under subparagraph 8.58 (c), the manager will need to record the incident including the date, time and duration of the incident and the nature of the exceptional circumstances causing the incident. Summary reporting to HQ – to be determined.
- 7.2.8** Summary reporting to Transport Canada – to be determined.

## **Part 8: Return and Removal of Agency Firearms and Defensive Equipment**

### **8.0 General**

- 8.0.1** Agency firearms and defensive equipment are the property of the Agency. Although duty firearms and defensive equipment may be issued to an officer for their use, the Agency maintains the authority to have the officer return the equipment to the Agency when it is no longer required by the officer or the officer fails to maintain his/her qualifications necessary to carry it; when it is replaced by the Agency with other equipment; or, in any other circumstance where the Agency deems it appropriate to remove it from the custody of an officer or to restrict the officer's access to the equipment.

### **8.1 Return of Agency Firearms and Defensive Equipment: Administrative Reasons**

#### **Managers**

- 8.1.1** Ensure that firearm(s) and/or other defensive equipment are returned by an officer, employee or recruit when any of the following administrative reasons exist:
- a. The firearm or defensive equipment is replaced by the Agency;
  - b. The officer ceases to be an employee of the Agency;
  - c. The officer is permanently appointed to a position in the Agency that does not require the carrying and use of a firearm or defensive equipment; or
  - d. The officer fails to maintain his or her proficiency in the use of force/control and defensive tactics (CDT), or in the use of duty firearms no later than 90 days from an officer's anniversary date (refer to the paragraph 8.1.2).



- 8.1.2** Officers assigned to temporary duties without a firearm as the result of accommodation due to health or medical reasons (e.g., injury which precludes carrying a firearm) may be permitted to retain possession of their firearm provided that it is securely stored in the officer's assigned storage compartment until their return to full duties. If it becomes known that the officer cannot be returned to full duties and must be accommodated in an unarmed position or the officer accepts permanent assignment to an unarmed position, the firearm must be returned to the Agency.
- 8.1.3** When an officer fails to maintain his/her proficiency, defensive equipment must be returned in the following circumstances:
- a.** In the case that the officer fails to re-certify on the duty firearm during their annual firearm re-certification, the duty firearm must be returned. The officer remains certified in other defensive equipment (OC, baton) and it should not be returned;
  - b.** In the case of a three-year re-certification and skills maintenance, the officer fails to re-certify on the duty firearm, the firearm must be returned; or
  - c.** In the case of a three-year re-certification and skills maintenance, the officer fails to re-certify in CDT or SBT, all defensive equipment must be returned.
- 8.1.4** If any time during the course of training an instructor has reason for concern over the safe handling of a firearm or any other defensive equipment by an employee, he/she may take the defensive equipment away from the employee until such time as the employee has demonstrated safe handling.
- 8.1.5** An instructor may also make a recommendation to the Campus Manager concerning the need for additional training prior to the return of the defensive equipment for use in an operational environment. A Campus Manager shall consider all recommendations and provide direction to the employee's operational manager concerning additional training and/or return of the defensive equipment.
- 8.1.6** Defensive equipment that is returned to the Agency must be secured in a lockable cabinet or area designed for that purpose (e.g. designated Firearm Storage Room).
- 8.1.7** Ensure that the firearm is proved safe, made inoperable by way of an approved locking device and locked in an approved storage container with related equipment (e.g. magazines).
- 8.1.8** Document the return to the Agency and/or replacement of any equipment to the officer with an E689 Equipment Issuance and Removal Document and provide the officer with a copy as a receipt.<sup>6</sup>
- 8.1.9** Ensure that the disposition of all defensive equipment is updated in CAS.
- 8.1.10** Notify the training coordinator to discontinue practice and/or re-certification sessions for the officer until such time as the defensive equipment is re-issued to the officer, if applicable.

## **8.2 *Re-Issuing or Replacing Agency Firearms and Defensive Equipment: Administrative Reasons***

### **Managers**

- 8.2.1** When re-issuing or replacing Agency firearm(s) and/or defensive equipment received from an officer for administrative reasons (e.g., the officer has returned to an armed position), ensure the officer's prerequisites for carrying/possessing a duty firearm and/or defensive equipment including re-



certification or practice sessions are valid and current before allowing the officer to wear or use the firearm(s) or defensive equipment on duty.

**8.2.2** Follow the SOPs in Part 3.0, Issuing Defensive Equipment.

### **8.3 *Removing Agency Firearms and Defensive Equipment: Non-Administrative Reasons***

#### **Managers**

- 8.3.1** Ensure that firearm(s) and all other defensive equipment are removed from an officer, employee or recruit when any of the following non-administrative reasons exist:
- a. Criminal charge or conviction for any offence involving violence or threat of violence;
  - b. Threats or actual violent behaviour towards others or threats to do harm to themselves;
  - c. Alcohol or substance abuse;
  - d. The discovery of a medical condition<sup>6</sup> (physical condition or serious psychiatric condition or serious emotional instability), whether medicated or not which may negatively influence the ability of the individual to possess, wear, or use defensive equipment; or
  - e. The officer is under investigation for a matter involving the use of excessive force or assault (e.g. striking a compliant individual); or
  - f. In the opinion of the Agency, it is not in the best interests of the Agency that an officer continues to carry or possess an Agency firearm or defensive equipment.
- 8.3.2** Regional Human Resources Advisors and/or Agency Psychologist are available to provide advice on how best to proceed when removing Agency firearms and/or defensive equipment. The employee should also be offered the services of the Employee Assistance Program (EAP).
- 8.3.3** When a supervisor/manager has reason to suspect that an officer's, employee's or recruit's judgment to use a firearm is impaired by alcohol, drug or medication, the supervisor/manager is to immediately remove the firearm (and other defensive equipment) and securely store it in accordance with Agency requirements.
- 8.3.4** When a supervisor/manager has knowledge of or reason to suspect a psychological condition exists that may affect an officer's capacity to possess, wear or use defensive equipment, a demand for a psychological assessment can be made.
- 8.3.5** It is not necessary for the officer to be present for the removal of the defensive equipment issued to him or her. It is appropriate to remove the equipment directly from its locker. If appropriate, a note should be left inside the secure locker advising the employee of the removal with instructions to consult management for clarification.
- 8.3.6** If it is believed that the officer may be resistant or combative during the attempt to remove Agency firearm(s) and/or other defensive equipment, take appropriate precautions.
- 8.3.7** Secure handcuffs, OC spray and baton(s) in a lockable cabinet or area.

<sup>6</sup> Not intended to include to physical injuries (e.g. broken bone), short term medical conditions (e.g. pregnancy) or temporary illnesses (e.g. flu/cold) for which an officer may be extended sick or other leave benefits or be assigned to administrative duties that do not require defensive equipment.



- 8.3.8** Ensure that any firearm is proved safe, made inoperable by way of an approved locking device and locked in an approved lockbox with related equipment (e.g. magazines). Ensure the officer does not have access or keys.
- 8.3.9** Document the removal of any Agency firearm(s) and/or defensive equipment with an E689 Equipment Issuance and Removal Document and provide the officer with a copy as a receipt.<sup>7</sup>
- 8.3.10** Ensure that the disposition of all Agency firearms and/or defensive equipment is updated in CAS.
- 8.3.11** Notify the training coordinator to discontinue practice and/or re-certification sessions for the officer until such time as the defensive equipment is returned, if applicable.

#### Notifications

- 8.3.12** Immediately notify the employee's director of the removal and reasons thereof (Appendix E).
- 8.3.13** Within 24 hours of the removal, notify the Force Generation and Strategic Direction Division in writing (CBSA-ASFC Arming Firearm Removals-Retraits Arme à feu Armement) including the following details:
  - a. Employee name;
  - b. Serial number(s) of any firearm(s) or other defensive equipment removed (e.g. baton, OC spray);
  - c. Date the defensive equipment was removed;
  - d. Reason(s) for the removal;
  - e. The name and position of the member of management who authorized the removal; and
  - f. Details of any previous removals.
- 8.3.14** Ensure that the local security officer is notified when defensive equipment has been removed.

### 8.4 This section intentionally left blank

### 8.5 Review Process: Non-Administrative Reasons

#### Managers

##### Review of Decision to Remove

- 8.5.1** The decision to remove firearm(s) or defensive equipment from an officer will be reviewed within 72 hours<sup>8</sup> by the employee's director to determine whether the firearm(s) and/or defensive equipment should be returned.
- 8.5.2** To extend the 72 hour review process, the employee's director must make a request to the Director, Force Generation and Strategic Direction Division via the inbox. The request must include:
  - a. The name of the officer involved;
  - b. The reason for the request of an extension; and
  - c. The length of time requested.

<sup>7</sup> Use form E689 to document issuance and return/removal of defensive equipment.

<sup>8</sup> The employee's director can make the decision in less than 72 hours, however once the decision has been rendered, it cannot be rescinded and will have to undergo the process outlined in sections 8.5.9 to 8.5.13 of this SOP.



- 8.5.3** Ensure the review of the decision to remove includes an analysis of the reason(s) for the removal and any new information pertinent to the matter.
- 8.5.4** The director upon completion of the analysis may immediately authorize the return of the defensive equipment removed if warranted. Details of this review should be documented and relayed to the Force Generation and Strategic Direction Division, within 24 hours of the decision in accordance with the SOPs on Returning Defensive Equipment: Non Administrative Reasons.
- 8.5.5** Where the removal is continued for any period of time, the director will take steps to assess what is required in order for the removed defensive equipment to be returned to the officer. As a part of this assessment, management may consult any of the following:
- a. Agency Psychologist<sup>9</sup>;
  - b. Labour Relations;
  - c. Occupational Health and Safety;
  - d. Training and Development; and
  - e. Other (as required).
- 8.5.6** Following consultation, an action plan will be implemented by the employee's director that may include:
- a. An interim accommodation strategy;
  - b. A "Fitness to Carry Defensive Equipment Assessment";
  - c. A "fitness to return to work assessment";
  - d. Retraining;
  - e. Counseling;
  - f. Rehabilitation;
  - g. Medical treatment;
  - h. Therapy; or
  - i. Other (as required).
- 8.5.7** At the completion of the action plan, the employee's director will prepare a written recommendation (including supporting documents) for or against the return of the defensive equipment removed. This recommendation will be brought forward to the Regional Review Committee. A copy will also be simultaneously provided to the employee from whom the firearm(s) and/or defensive equipment was removed.
- 8.5.8** The employee may prepare and submit a submission to the Regional Review Committee at any time for consideration. These submissions will only be accepted in a written format.

### **Regional Review Committee**

<sup>9</sup> The Agency Psychologist is available to:

- a. Provide specialized support for regional managers who need to consult with a professional when faced with the decision of removing and/or returning firearm(s) or other defensive equipment, as well as providing advice and assisting with regional and headquarters coordination once the decision to remove defensive equipment is made.
- b. Provide support to management on how to better assist officers who have been found to be unsuitable to carry/possess a duty firearm during the psychological testing. Liaise with the external services provider who administered the testing.
- c. Assist in the coordination of the mandatory assessment of any officer or employee involved in an incident resulting in serious injury or death.
- d. Advise senior management on any contentious issues that may arise.



**8.5.9** The Regional Review Committee will consist of:

- a. Regional Director General (or delegate);
- b. Employee's Director;
- c. Regional Human Resources Director; and
- d. Another regional director (colleague).

**8.5.10** The Regional Review Committee will confirm whether the recommendations put forward by the employee's director are appropriate and recommend a course of action including:

- a. The return of the firearm(s) and/or defensive equipment, continuation with the temporary removal of the firearm(s) and/or defensive equipment until certain conditions are met, or direct that the firearm(s) and/or defensive equipment be removed permanently;
- b. The duration of any continued removal;
- c. Any further action plan required to return the firearm(s) and/or defensive equipment; and/or
- d. Any other course of action deemed appropriate.

**8.5.11** The region's written recommendation(s) are to be forwarded to the Director General, Training and Development Directorate, Human Resources Branch for review via the Force Generation and Strategic Direction Division inbox and must include information on the consultations conducted as per the previous paragraph, as well as names of persons consulted and any submission(s) made by the employee.

**8.5.12** The Director General's review will include an analysis by the Force Generation and Strategic Direction Division of the regional recommendation(s) to determine whether they are in accordance with the law and CBSA policies, directives and standard operating procedures. The results of this analysis will then be forwarded to the Director General, Training and Development Directorate for decision.

**8.5.13** The Director General, Training and Development Directorate, shall direct the return of the firearm(s) and/or defensive equipment, continuation with the temporary removal of the firearm(s) and/or defensive equipment until certain conditions are met, or direct that the firearm(s) and/or defensive equipment be removed permanently. The decision of the Director General, Training and Development Directorate will then be communicated to the affected officer's Regional Director General.

## **8.6 Re-Issuing Agency Firearms and Defensive Equipment: Non-Administrative Reasons**

### **Managers**

**8.6.1** Prior to re-issuing the defensive equipment removed (Appendix E), ensure that all recommendations made by the regional committee and conditions of return identified by the Director General of Training and Development Directorate, Human Resources Branch have been completed by the relevant individual(s).

**8.6.2** Prior to re-issuing firearm(s) or defensive equipment, notify the Force Generation and Strategic Direction Division in writing (CBSA-ASFC Arming Firearm Removals- Retraits Arme a feu Armement) including the following details:

- a. Employee name;



- b. Serial number(s) of any firearm(s) or other defensive equipment removed (e.g. baton, OC spray);
- c. Date the defensive equipment was removed and subsequently will be returned;
- d. Reason(s) for the removal;
- e. The name and position of the member of management who authorized the return; and
- f. Details of the decision to return the defensive equipment.

- 8.6.3** Subsequent to approval for re-issue of the Agency firearm and/or defensive equipment under this SOP, the Force Generation and Strategic Direction Division, Training and Development Directorate, Human Resources Branch must be notified in writing (CBSA-ASFC Arming Firearm Removals-Retraits Arme à feu Armement) within 24 hours of the return of any firearm and/or defensive equipment.
- 8.6.4** Ensure the officers' prerequisites for carrying/possessing a duty firearm, the defensive equipment removed, including re-certification or practice sessions are valid and current before allowing the officer to wear or use the firearm(s) or defensive equipment on duty.
- 8.6.5** Follow the SOPs in Part 3.0 Issuing Defensive Equipment.

## ***Part 9: Definitions***

**Agency** - The Canada Border Services Agency (CBSA).

**Agency Firearm** - A firearm that is the property of the Agency and issued to an employee for use in the course of their duties or for the purpose of employment in accordance with Agency policies, directives, standard operating procedures, and applicable laws.

**Canadian Inspection Services (CIS) Area** – The area between the entrance to and the exit from the Customs Arrival Hall including before, at, and after the Primary Inspection Line, baggage carousel, airline baggage counters, secondary baggage examination, and cashier.

**Certified Instructor** - An instructor certified to deliver the Agency's CDT and/or firearms training.

**Control and Defensive Tactics (CDT)** - A training program used by the Agency to teach officers how to defend themselves and take control of situations and individuals. The core elements of this program are classroom instruction related to authorities and the Incident Management Intervention Model (IMIM); practical instruction and the application of control, self-defence and handcuffing techniques; and the introduction of defensive equipment.

**Defensive Equipment** - Tools and devices issued to employees by the Agency including OC spray, batons, handcuffs and duty firearms.

**Detained Firearm** - A firearm that is detained by the Agency from an individual or business but is not seized, abandoned or otherwise forfeit to the Crown.

**Duty Ammunition** - 9x19 millimeter calibre 147 gr. jacketed hollow point ammunition that is issued to officers by the Agency for carry and use in the course of or for the purpose of the officers' operational duties or employment.

**Duty Firearm** - A firearm issued by the Agency as part of the defensive equipment for an officer.



**Employee** – Is, for the purposes of this SOP, a person appointed to the Agency pursuant to the Public Service Employment Act. Persons appointed to the Agency can include persons appointed to a position as: an indeterminate; a term of three months or more; a term of less than three months; a casual worker; a seasonal worker; an excluded employee; in an unrepresented group; part-time; or a part-time worker.

**Handle** - To touch, manipulate, control or otherwise engage in the handling of a firearm.

**Health Canada Category III Medical Assessment** - The assessment criteria that Health Canada medical practitioners will use when conducting medical assessments of employees.

**Locking Device** - An apparatus such as a cable lock or trigger lock that when properly applied and locked ensures that a firearm is rendered inoperable and cannot be fired. In the case of the duty firearm, only the issued cable locks are permitted to be used.

**Psychological Assessment** - The process of assessment using a combination of techniques by which a Psychologist will evaluate an individual's mental health and/or functioning as well as identifying psychological and emotional competency for the safe and effective use of lethal force. The current assessment tools used by the CBSA are the Minnesota Multiphasic Personality Inventory-2 (MMPI-2) and the Sixteen Personality Factor (16PF) and a structured stress and clinical interview.

**Officer** – Is, for the purpose of this directive and its corresponding Standard Operating Procedure, an employee appointed to the Agency involved in the administration and/or enforcement of acts and regulations known as “program legislation” as defined in section 2 of the Canada Border Services Agency Act, and who is authorized to detain or arrest persons. .

**On Duty** - Means the hours of scheduled work and overtime.

**Practice Ammunition** - 9x19 millimeter calibre 147 gr. full metal jacket ammunition that is issued to officers for training purposes.

**Prerequisite** - A qualification or precondition that must be fulfilled before another event or action (such as training) can occur.

**Protected Firearm** - A firearm that has come into the possession of the Agency through seizure, abandonment or forfeiture.

**Protective Equipment** - Protective vests and communication devices issued to employees by the Agency.

**Recruit** - An individual who has been selected by the Agency and placed in training to become an officer.

**Scenario Based Training (SBT)** - Training in a realistic environment using a situation the officer may encounter in their normal duties to test risk assessment skills, recognition of categories of resistance, and appropriate responses to both. This training tests the officer's judgment and skill.

**Ship (Shipping)** - Means to move firearms and/or defensive equipment from one authorized location to another authorized location in the custody of a third party authorized or lawfully permitted to “ship” the firearms or defensive equipment (e.g. a carrier).

**Transport (Transporting)** - Means to move firearms and/or defensive equipment from one authorized location to another authorized location in the custody of an employee of the CBSA but for greater certainty does not include circumstances when the firearm or defensive equipment is worn by an officer in the course of his/her duties or the firearm or defensive equipment is shipped.





## Appendix A - Function Test (Beretta Px4 Storm Pistol)

1. Complete a Safety Check, remove all live ammunition from the immediate area and only have empty magazines in your possession.  
  
**Note:** Always prove the firearm safe and point the pistol in a safe direction before pulling the trigger in any portion of the Function Test.
2. Fieldstrip the pistol; check the overall cleanliness of the pistol and for the correct amount of lubrication.
3. Inspect the frame for damage, deformities and cracks.
4. Inspect the trigger and trigger spring.
5. Visually inspect the trigger bar spring, making sure it is in place.
6. Inspect the ejector for damage.
7. Ensure the back-strap retaining spring is in place. If a rubber grip sleeve (e.g. Hogue Grip) is used, check that it is centered, in good condition and that it doesn't interfere with the magazine release button.
8. Firing pin and firing pin block check:
  - a. With moderate force (2-3 kg) push on the rear of firing pin. It should not protrude past the breech face.
  - b. Check for free movement of the firing pin block by depressing and releasing the firing block.
  - c. Depress the firing pin block and push on the rear of the firing pin until the firing pin tip protrudes from the breech face. It should protrude approximately 1.5mm (equals the distance from the breech face to the extractor).
  - d. Check the tip of the firing pin and firing pin channel for dirt and/or damage.
  - e. Release the firing pin, which should return immediately. Check for a "sluggish firing pin". Large rounded end of the firing pin should protrude from the rear of the slide approximately 1 mm.
9. Check the extractor for dirt, damage and spring tension.
10. The breech face, chamber and barrel should be clean. Check the barrel for damage and/or deformities.
11. Inspect the central block, recoil spring and guide rod assembly for damage and/or deformities.
12. Check the Night Sights for damage and/or deformities. Have the sights moved? Ensure they glow in the dark.
13. Attach the slide assembly to the frame. Cycle slide fully to the rear and release. The slide should snap forward when released, showing the recoil spring has sufficient tension.
14. Check that the slide stop has spring tension.
15. Magazines and Magazine Disconnect:
  - a. Inspect the magazines for damage, deformities and/or cracks.



- b. Verify and ensure the chamber is empty. Without a magazine in the pistol, pull the trigger. The hammer should not function.
- c. Insert an empty magazine into the pistol. Verify and ensure the chamber is empty. Pull the trigger (the hammer should function).

**16. Trigger and Firing Pin Block:**

- a. Verify and ensure the chamber is empty. Pull and release the trigger.
- b. The firing pin block should move up and down (visible at top of the slide) as the hammer moves back and then falls.
- c. The trigger should return to the forward position when released without sticking (reset).

**17. Trigger Bar Disconnect –** Verify and ensure the chamber is empty. With an empty magazine in the pistol, retract the slide 2 cm. Pull the trigger. The hammer should not function.

**18.** Rack the slide fully to the rear and the slide should lock open with the empty magazine. Depress the magazine release button. The magazine should fall freely from the pistol.

**19.** Repeat steps 15 – 18, with each magazine.

**20.** When your magazines are loaded, the cartridges should not stand up between the feed lips of the magazine.



## **Appendix B - User Level Maintenance and Cleaning (Beretta Px4 Storm)**

The pistol should be cleaned as soon as possible after firing, after exposure to moisture/inclement weather and/or once a month.

You should inspect the pistol approximately once a month to see if routine cleaning is necessary.

1. Complete a safety check.
2. Cleaning Equipment:
  - Cleaning Rod
  - Bore Brush
  - Nylon Brush
  - Patches and Cloth (lint free)
  - Approved Solvent
  - Approved Lubricant (oil)
  - Disposable Rubber Gloves
3. Approved oil and solvent:
  - Gun Oil (some examples)
    - Shooter's Choice FP10
    - G-96
    - MC2500 Synthetic oil
  - Solvent (some examples)
    - Hoppes Elite
    - MPRO 7
    - Mil-Comm MC 25
4. Unload your magazines.
5. Remove all ammunition from the cleaning area for safety reasons.
6. Field strip the pistol (refer to the [Appendix A](#)).

### **Cleaning**

#### **Barrel**

7. Clean the inside of the barrel using a patch soaked in approved solvent. The patch is secured on a cleaning rod (two complete passes, starting from chamber).
8. Remove patch and use the bore brush, pushing the brush completely through the barrel (10-20 times). Follow with a patch soaked in solvent.
9. Clean the exterior of the barrel scrubbing with a nylon brush and solvent. Pay attention to the area where the central block contacts the barrel (locking lugs) and the end of the barrel (chamber end).



10. Dry the chamber and barrel by pushing a cotton patch through the barrel. Repeat until clean. Inspect the chamber with a flashlight to ensure there isn't any build of carbon fouling.
11. Dry the exterior of the barrel with a patch/cloth. Keep the area of locking lugs clean.

### **Central Block**

12. Clean the central block with a nylon brush and solvent. Pay attention to the raised tooth of the central block as the barrel rotates on the central block.
13. Carefully dry with a clean cloth.

### **Slide**

14. Avoid any excess oil/solvent to the rear of the slide that may contaminate the firing pin. When cleaning this area, including the breech face you may use a dry brush and then a patch slightly moistened in solvent. When brushing the breech face and extractor, hold the slide, muzzle down to keep debris from entering the firing pin opening.
15. Clean the slide forward of the breech face with a cloth moistened in solvent and with a nylon brush. Pay attention to the areas where the locking lugs of the barrel engage the slide.
16. Ensure the slide rails are cleaned.
17. Dry the slide surfaces with a clean cloth.

### **Recoil Spring and Recoil Spring Guide Assembly**

18. After extensive use it may be necessary to first clean these parts using a nylon brush, patch and solvent.

### **Frame**

19. Using a cloth moistened with solvent, clean the areas of the hammer, the ejector, the area where the magazine is seated (inside the grip – "Magazine Well") and the 4 frame rails. If necessary, use a nylon brush. Keep area around trigger bar clean. Take care not to dislodge the trigger bar spring or the slide stop spring. Ensure the feed ramp and magazine well is kept clean.
20. Carefully dry the frame with a cloth.

### **Magazine**

21. Field strip the magazine for cleaning.
22. If necessary, to remove firing residue, use solvent on a cloth to clean the inside of the magazine tube. Also clean the magazine follower and other components. Do not use alcohol to clean the magazine.
23. Dry the internal walls of the magazine tube and magazine components with a clean cloth and reassemble.
24. Make sure the follower moves freely when depressed.
25. Use a very small amount of oil (several drops) on a cloth and spread a thin film of oil on the exterior of the magazine tube for corrosion protection. Do not oil inside the magazine tube.



## Oiling

### Slide

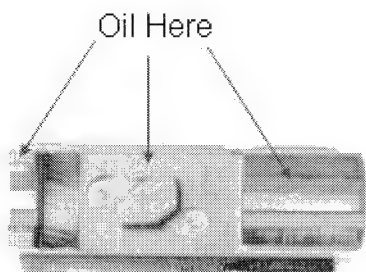
26. Lightly oil the inside of the slide forward of the breech face. Apply a drop of oil and rub in with your finger, including the opening for the barrel.
27. Using a patch with several small drops of oil; wipe the remaining surfaces of the slide for corrosion protection (only need to apply a very thin film of oil). Do not allow solvent or oil to enter the firing pin channel.

### Barrel

28. Oil the exterior surface of the barrel using the approved oil.
  1. Apply a drop of oil to the locking lugs.
  2. Apply a light film of oil to the exterior of the barrel with another drop of oil.

### Central Block

29. Use one drop of oil to oil the following locations. Ensure the exterior of the central block has a light film of oil.



### Recoil Spring

30. Apply one drop of oil applied to the recoil spring.

### Frame Assembly

31. Using a drop of oil on your fingertip, oil each of the 4 frame rails.
32. The metal parts in the frame can be wiped down with a patch and several drops of oil for corrosion protection.
33. The pistol can be reassembled after a function test. If there is excess oil on the rear of the slide after cycling the action, it can be wiped off.

### 3 Year Maintenance

1. The CBSA has established a service schedule of 3 years or 5000 rounds.
2. The armourer will perform the following:
  - Full cleaning;
  - Parts upgrade;



- Beretta maintenance pack;
- Inspect the magazines (spring, follower, etc.); and
- Sight adjustment, if required.



## Appendix C - Sample Letter for Acquisition of Agency Firearms

Date:

**Memorandum for** *(name of vice president – Human Resources)*

**Subject:** Approval for the purchase, transfer or acquisition of agency firearms by the Canada Border Services Agency

In accordance with the Canada Border Services Agency (CBSA) Directive on Firearms and Defensive Equipment, I recommend that you approve the purchase of *(specify number and indicate if the firearms are disabled)* firearms from *(specify name of vendor/transferor and address)*:

- *(Indicate make, model and type of firearm)*
- *(Indicate make, model and type of firearm)*

Once acquired, these firearms will become the property of the Agency. The intended use of these firearms is *(specify purpose, e.g., in the firearms safety training of officers.)*

Should you require additional information, please do not hesitate to contact me.

*(Name)*

*(Regional)* Director General

Approved

*(Name of Vice President – Human Resources)*



## Appendix D - Manager's Duty Firearm Inspection Checklist

Manager's Duty Firearm Inspection Checklist (Section 3.2 - CBSA Standard Operating Procedures on Agency Firearms and Defensive Equipment)		
INSTRUCTIONS FOR COMPLETION All Parts must be completed (when applicable)		DIRECTIVES À SUIVRE POUR REMPLIR Toutes les parties doivent être complétées (selon le cas)
<b>PART A – PARTIE A ADMINISTRATIVE INFORMATION – RENSEIGNEMENTS ADMINISTRATIFS</b>		
Employee Name: Region: Date of Inspection:	Substantive Position: District:	PRI: Work Location:
<b>PART B – PARTIE B INSPECTION INFORMATION –</b> Use the designated safe area within the operational facility where duties such as inspection or cleaning of the duty firearm are performed.		
INSPECTION	INSTRUCTIONS	RESULTS
3.2.3 - PROVE duty firearm safe.	Request that the officer PROVE his or her duty firearm safe.	<input type="checkbox"/> Officer demonstrated the correct duty firearm handling skills in accordance with the <u>Canadian Firearms Safety Course</u> . <input type="checkbox"/> Officer did not demonstrate the correct duty firearm handling skills in accordance with the <u>Canadian Firearms Safety Course</u> . <b>Provide action plan if checked</b>
3.2.4 – Duty firearm is loaded for duty.	Ensure that the officer's duty firearm was loaded with 1 round of duty ammunition in the chamber and 16 duty rounds in the magazine.	<input type="checkbox"/> Officer demonstrated that their firearm was loaded for duty in accordance with CBSA training. <input type="checkbox"/> Officer did not demonstrate their firearm was loaded for duty as per CBSA training. <b>Provide action plan if checked</b>
3.2.5 – Duty firearm spare magazines.	Verify that the officer carries two additional magazines in the issued pouch and inspect these to ensure they are both loaded to capacity with 17 rounds of duty ammunition.	<input type="checkbox"/> Officer demonstrated that they had two additional magazines loaded to capacity with 17 rounds. <input type="checkbox"/> Officer did not demonstrate that they had two additional magazines loaded to capacity with 17 rounds. <b>Provide action plan if checked</b>
3.2.6 - Storage of duty issued firearm.	Verify that the officer's duty firearm is stored and locked in accordance with <u>Part 5: Storage of Agency Firearms and Defensive Equipment</u> .	<input type="checkbox"/> Officer's duty firearm is stored and locked in accordance with Agency procedures. <input type="checkbox"/> Officer's duty firearm <b>is not</b> stored and locked in accordance with Agency procedures. <b>Provide action plan if checked</b>
3.2.7 - Duty Firearm cleanliness.	Inspect the duty firearm for cleanliness and have the officer perform a function test to demonstrate basic operability (see <u>Appendix A</u> ).	<input type="checkbox"/> The duty firearm is clean and the moving parts (slide, trigger, magazine release) operate freely without the need to force them. <input type="checkbox"/> The duty firearm <b>is not</b> clean and the moving parts (slide, trigger, magazine release) <b>do not</b> operate freely without the need to force them. <b>Provide action plan if checked</b>
3.2.8 - Serial number verification.	Verify that the serial number (located on the frame of the officer's duty firearm) matches the serial number recorded in CAS.	<input type="checkbox"/> Serial number (located on the frame of the officer's duty firearm) does match the serial number recorded in CAS. <input type="checkbox"/> Serial number (located on the frame of the officer's duty firearm) <b>does not</b> match the serial number recorded in CAS. <b>Provide action plan if checked</b>





<b>PART C – PARTIE C</b>	<b>COMMENTS/ACTION PLAN</b>
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<b>PART D – PARTIE D</b>	<b>SIGNOFF</b>
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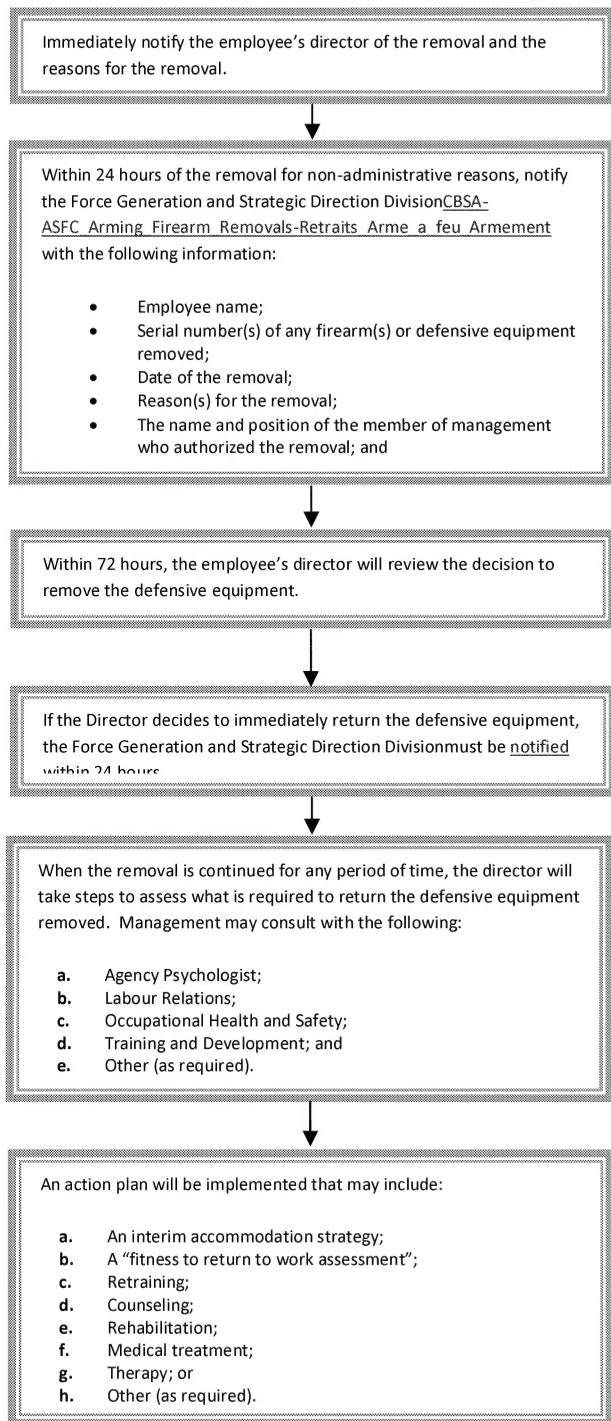
Manager Name: Position: Date:	Officer Name: Date:
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> signature

*When completed, file and retain locally.*



## Appendix E - Removal and Return of Agency Firearms and Defensive Equipment

### Removal



Notify the local security officer when firearm(s) and/or defensive equipment has been removed.

### Return

